



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**

Arizona State Museum Request Quote
for Services Website Guide

June 14, 2024

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Introduction

Welcome to the new Arizona State Museum (ASM) Request Quote for Services website. This guide will show how to submit a request for a quote from ASM.

When you arrive to the new ASM Request Quote for Services website, you will see the screen shown below.

Select the **New Request** button to begin a new request.

Please Note that the **Pay an Invoice** functionality is forthcoming.

Public Mandated Programs Quotes DB > Everyone on the Internet Home



ASM Mandated Programs Service Request Portal

Welcome!

Please use this website to request a quote for services offered by offices within [Arizona State Museum Mandated Programs](#).

Request Quote for Services

To begin a new quote request, select the "New Request" button.

New Request

Guidance for Requesting a Quote

For additional guidance on using this system, select the "Guide to Requesting a Quote" button, in either HTML or PDF formats. This guide will be updated as functionality is added to this system.

Guide to Requesting a Quote (HTML)

Guide to Requesting a Quote (PDF)

Pay an Invoice (Under Construction)

We are working toward a payment portal that is similar to the previous system, with added functionality. In the interim, please use the guidance below for making credit card payments:

Pay an Invoice

- If you would like to make a payment via credit card for an invoice issued before June 10, 2024, please email [ASM: RDIBC-Billing@email.arizona.edu](mailto:ASM-RDIBC-Billing@email.arizona.edu) to request the payment link. Please provide the name and email address to whom the link should be sent
- When receiving an invoice from the new system, please follow the instructions in the email to request a payment link.

Company Information

On this page you will be able to search for your company, or register a new company.

Select the **Register a New Company** button in order to register a new company.

If your company is already registered, select from the **Company Name** dropdown menu and search for your company.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. [Back] [Next] [Cancel] ... [Return] [←] [→]

1 Company Information 2 Company Contact

Company Information

Registering a New Company

If this is the first time your company has requested a quote from the Arizona State Museum (ASM), click the "Register a New Company" button.

Register a New Company

Only click if this is the first time your company is requesting a quote.

Company is Already Registered

If your company has previously requested quotes from ASM, use the "Company Name" field to select the company and "Company Address" field to select the preferred address for this request. Once a company has been selected there will be an option to add additional addresses, if needed. Please use the "New Address For Existing Company" button for this purpose after selecting the company.

Company Name

Search and select [Q] [v]

Company Address

Search and select [Q] [v]

[Back] [Next]

Registering a New Company

On this page you will fill out the required fields indicated by the red asterisk.

Once you have filled out all the required fields, select the **Next** button that will appear. This move to the *Company Contact* section.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

New Company > Add New Company

Back Next Cancel ...

1 Company 2 Contact

Register a New Company

Company Name *
Example Company

Company Phone Number *
+1 (201) 555-0123 ext. 1234

Company Website Company Email

New Company Address *
Search

Street address 1

Street address 2

City

ZIP code State

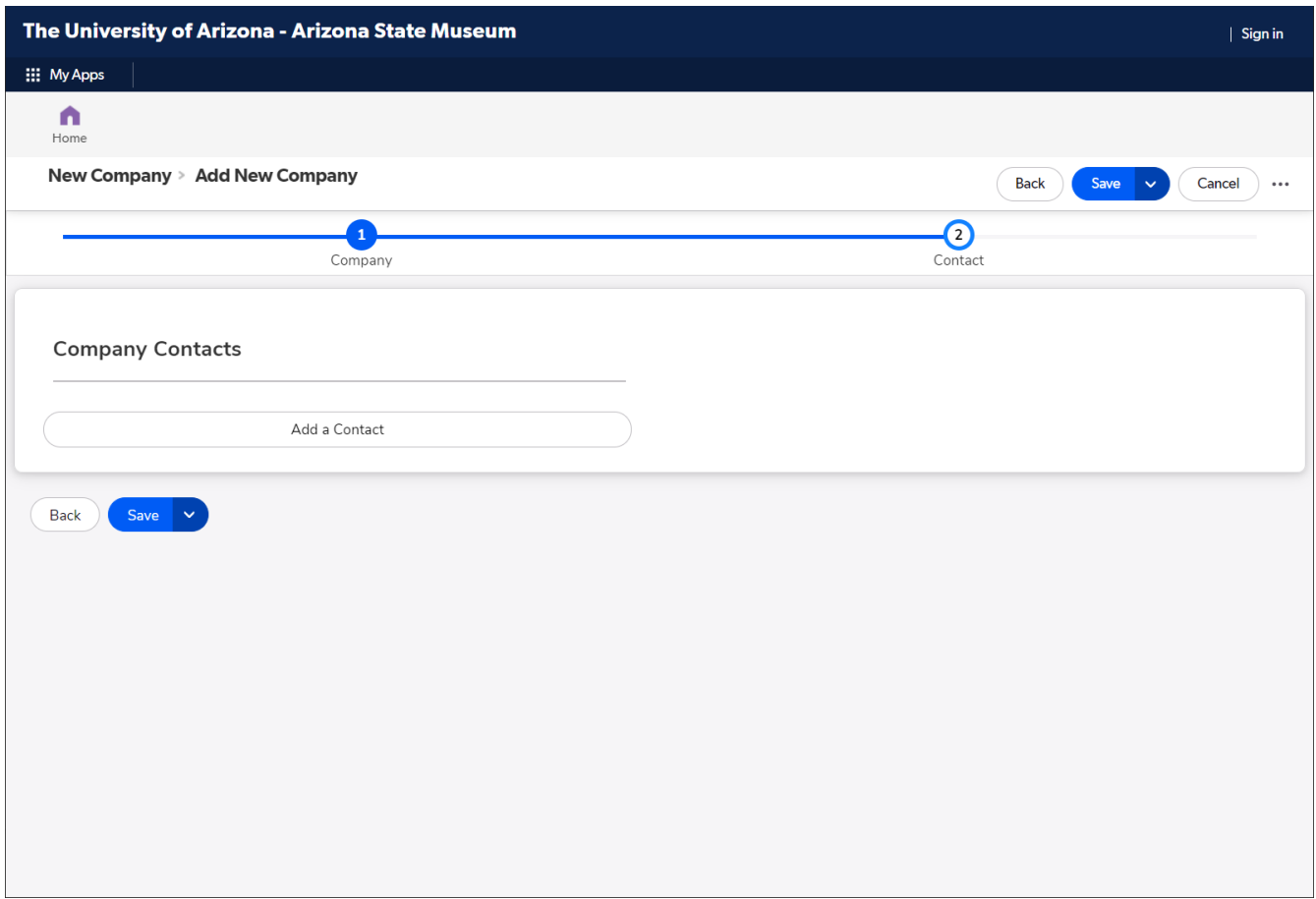
No address entered

Back Next

IMPORTANT

Do not select the **Save** button on the top right of the screen. Doing so will result in the loss of your progress.

On the company contacts section, select the **Add a Contact** button to be taken to the *Add New Contact* page.



Here you will fill out the required fields, and select the **Save Contact and Return** button. You may keep adding as many contacts as you need. Once you are finished, select the **Next** button on the *Add New Company* page to return to the *Request a Quote* page.

The screenshot shows a web interface for adding a new contact. At the top, the header reads "The University of Arizona - Arizona State Museum" with a "Sign in" link. Below the header is a "My Apps" menu and a "Home" icon. The main content area is titled "New Contacts > Add New Contact" and features a blue "Save" button with a dropdown arrow and a "Cancel" button. The form itself is titled "Add at least one contact person to this Company" and contains several input fields: "Company Name" (with "Test Company 57" entered), "First Name *", "Last Name *", "Name", "Email *", "Position", "Office Phone" (with "+1 (201) 555-0123" and "ext. 1234"), and "Mobile Phone" (with "+1 (201) 555-0123" and "ext. 1234"). A "Save Contact and Return" button is located at the bottom of the form. A "New Contact Summary" box on the right shows "Contact Name: ()".

Once you have verified the company information is correct, select the **Submit** button to finish registering a new company and return to the Request form. You will be sent to the [General Project Information](#) page. Skip ahead to that section to continue.

IMPORTANT

Do not select the **Save** button in this section or company information will not be processed correctly.

Selecting an Existing Company

If your company is already registered, select the dropdown menu labeled **Company Name** and search for your company. Once selected, you will be prompted to select your Company Address. If you wish to register a new address, select the **Add a New Address** button.

If your company address is already registered, select the company address and then select the **Next** button below to continue to the *Company Contact* section.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. 8171

Back Next Cancel ... Return

1 Company Information 2 Company Contact

Company Information

Registering a New Company

If this is the first time your company has requested a quote from the Arizona State Museum (ASM), click the "Register a New Company" button.

Company is Already Registered

If your company has previously requested quotes from ASM, use the "Company Name" field to select the company and "Company Address" field to select the preferred address for this request. Once a company has been selected there will be an option to add additional addresses, if needed. Please use the "New Address For Existing Company" button for this purpose after selecting the company.

Company Name
TEST-Ankh-Morpork Museum of Quite Unusual Things x | v

Company Address
1010 E University Bl, Tucson, Arizona 85721-0001 x | v

Back Next

Adding a New Address

Once you have selected your company, select the **Add a New Address** button.

On this page, fill out the required fields and select the **Add Address and Return** button to return to your request and then select the **Next** button to move onto the *Company Contact* page.

The screenshot shows a web interface for adding a new address. At the top, there is a dark blue header with the text 'The University of Arizona - Arizona State Museum' and a 'Sign in' link. Below the header is a navigation bar with 'My Apps' and a 'Home' icon. The main content area is titled 'Add Address > Add Add Address' and contains a form titled 'Add a New Address to an Existing Company'. The form includes the following fields: 'Company Name' (with a dropdown menu showing 'TEST-Ankh-Morpork Museum of Quite Unusual Things'), 'Address *' (with a search icon), 'Street address 1', 'Street address 2', 'City', 'ZIP code', and 'State' (with a dropdown arrow). At the bottom of the form is a button labeled 'Add Address and Return'. In the top right corner of the form area, there are 'Save', 'Cancel', and a three-dot menu icon.

IMPORTANT

Do not select the **Save** button in this section or the address will not be processed correctly.

Company Contact

On this page, select the **Assign Point of Contact** button to select the contact you would like to add for this request. You may add multiple contacts to a request.

The screenshot shows a web interface for 'The University of Arizona - Arizona State Museum'. The page title is 'Request a Quote > Edit Request No. 8171'. A progress bar at the top indicates two steps: 'Company Information' (step 1) and 'Company Contact' (step 2). The 'Company Contact' section is active and contains a heading 'Company Contact' and a text box with instructions: 'Select the company points of contact for this quote request. You will be able to select and enter as many contacts as needed for this project. All listed individuals will receive a copy of the quote via email. If the quote is accepted and an invoice created, all listed individuals will also receive a copy of the invoice via email.' Below the text box is a button labeled 'Assign a point of contact for this request' and a larger button labeled 'Assign Point of Contact'. At the bottom of the form are 'Back' and 'Save' buttons.

IMPORTANT

Do not select the **Save** button in this section, until you have assigned a point of contact. You may not continue to fill out your request until a point of contact is assigned.

Assigning a Point of Contact

On this page you can assign an existing company contact for your request, or add a new contact to your company.

The screenshot shows a web interface for 'The University of Arizona - Arizona State Museum'. The page title is 'Request Contacts > Add Request Contact'. There are 'Save' and 'Cancel' buttons in the top right. The main content area is titled 'Contact for Quote Request' and contains a light blue informational box with instructions: 'Adding request contacts. To add a contact person, either use the "Contact Name" field to add an existing company contact or use the "Add New Contact to Your Company" button to enter a new name and contact information. After clicking the "Save Contact to Request and Return" button, you will be able to return to this form to add additional contact people to the request.' Below this are several input fields: 'Company Name' (filled with 'TEST-Ankh-Morpork Museum of Quite Unusual Things'), 'Contact Name' (with a search and select dropdown), a dark blue 'Add New Contact to Your Company' button, 'Contact Email', 'Contact for Quote Request Summary' (with 'Contact Name: ()'), and a 'Save Contact to Request and Return' button.

IMPORTANT

Do not select the **Save** button in this section or the listed company contacts will not be processed correctly.

If your contact is already registered to your company, select the dropdown menu labeled **Contact Name**, and select the contact you would like to add to your request. Once you have verified the contact, select the **Save Contact to Request and Return** button to return to your main request.

Once you have added all the company contacts you wish to add for this request, select the **Next** button to continue to the *General Project Information*.

The screenshot shows a web browser window with the URL `arizonace.quickbase.com/db/btin6rka7/form?a=API_GenAddRecordForm&_fid_14=616&z=ekns&masterRid=616&masterrid=616...`. The page header is "The University of Arizona - Arizona State Museum" with a "Sign in" link. The breadcrumb trail is "Request Contacts > Add Request Contact". There are "Save" and "Cancel" buttons in the top right. The main form area is titled "Contact for Quote Request" and contains a light blue instruction box: "Adding request contacts. To add a contact person, either use the 'Contact Name' field to add an existing company contact or use the 'Add New Contact to Your Company' button to enter a new name and contact information. After clicking the 'Save Contact to Request and Return' button, you will be able to return to this form to add additional contact people to the request." Below the instructions are the following fields: "Company Name" (TEST-Ankh-Morpork Museum of Quite Unusual Things), "Contact Name" (Katie MacFarland, with a dropdown arrow), "Contact Email" (kmacfarl@email.arizona.edu), and a "Contact for Quote Request Summary" (Contact Name: Katie MacFarland (kmacfarl@email.arizona.edu)). At the bottom is a "Save contact to request and return to previous screen" section with a "Save Contact to Request and Return" button.

Adding a New Contact to Your Company

If you need to register a new contact, select the button labeled **Add New Contact to Your Company**, a popup will appear that will allow you to add in a new contact. Make sure to verify their name, email, and phone numbers. Select the **Save and Return** button on the bottom of the form to save the contact, this will automatically close the popup and add the new contact to the previous pages dropdown menu.

If you do not need to register a new contact, simply close the popup window.

The screenshot shows a web browser window with a 'Request Contacts' page in the background and a 'Add Add a Contact' popup window in the foreground. The background page has a header 'Request Contacts > Add Request Contact' and a section 'Contact for Quote Request' with a 'Add New Contact to Your Company' button. The popup window has a title 'Add Add a Contact' and a 'Save' button. It contains a 'Company Contact' section with the following fields: 'Company Name' (TEST-Ankh-Morpork Museum of Quite Unusual Things), 'First Name', 'Last Name', 'Email', 'Position', 'Office Phone' (+1 (201) 55... ext. 1234), and 'Mobile Phone' (+1 (201) 55... ext. 1234). A 'Save and Return' button is at the bottom of the popup.

IMPORTANT

Do not select the **Save** button at the top of this window or the new company contact will not be processed correctly.

NOTE

You must select **Reload** when you see a reload notification in order for the newly registered contact to appear in the dropdown menu.

The screenshot shows a dark-themed dialog box with the title 'Reload site?'. The text inside reads 'Changes you made may not be saved.' Below this is a checkbox with the label 'Prevent this page from creating additional dialogs'. At the bottom of the dialog are two buttons: 'Reload' and 'Cancel'.

General Project Information

On this page you will fill out the project name, project number, and project description.

When you start, the page will look like this:

Home

Request a Quote > Edit Request N...

Back Save Cancel ... Return

1 Company Information 2 Company Contact 3 General Project Information

General Project Information

Please include details about the project. This information is used for concordance purposes and to ensure quote accuracy.

Request No.
8100

Project Name

Project No.

Project Description

Back Save

IMPORTANT

Selecting the **Save** button before filling out all fields will result in your request being lost and you will have to restart.

After you have added the project name, number, and description, the page will change the **Save** button to a **Next** button. Select **Next** to move onto the *Request Services* Page.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. 8171

Back Next Cancel ... Return

1 Company Information 2 Company Contact 3 General Project Information 4 Service(s)

General Project Information

Please include details about the project. This information is used for concordance purposes and to ensure quote accuracy.

Request No.
8171

Project Name
Test for the guide

Project No.
1

Project Description
Test quote for the guide

Back Next

Services

On this page you will be able to add services to your request.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. 8171 Back Save Cancel ... Return

1 Company Information 2 Company Contact 3 General Project Information 4 Service(s)

Request Services

Adding a Service to the Quote Request

Select the service type from the dropdown menu below. Once you have selected a service, select the button labeled "Add Service to Request" that appears under the dropdown menu. Once a service request has been completed, you will return to this page and can add more services to this request, as needed.

Once all services have been added, select the "Next" button below.

Please note: This system will not allow multiple requests of a single service type per quote request.

Service Type

 Q | v

ASM Services that can be requested

State Mandated Services

- **Burial Discovery Agreement:** Requested for planned projects when there is reasonable expectation that human remains may be encountered.
- **Project Director/Principal Investigator Review:** Requested when prospective Principal Investigators (PI) and Project Directors (PD) need to be reviewed for listing on Arizona Antiquities Act permits.
- **Project Registration:** Requested when registering a project with Arizona State Museum.
- **Request an ASM Site Number:** Requested if a new ASM site number needs to be assigned to an archaeological site.

Value Added Services

- **Burial Excavation and Documentation:** Please contact Dr. James Watson (watsonjt@arizona.edu) before requesting this service.
- **Consultation Regarding Human Remains Discovery:** Please contact Dr. James Watson (watsonjt@arizona.edu) before requesting this service.
- **Document Request:** Requested when documents (reports, Project Registration Forms, ASM Site Cards) curated at ASM are needed.
- **Records Research and Cultural Resources Summary Letters**
 - Records Research for Archaeologists can be requested by Arizona Antiquities Act permit holders.
 - Cultural Resources Summary Letters for Non-Archaeologists can be requested by the public.

Back Save

Select the service type from the dropdown menu. A button labeled **Add Service to Request** will appear and take you to the form you will use to enter information specific to your request.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. 8171

Back Save Cancel ... Return

1 Company Information 2 Company Contact 3 General Project Information 4 Service(s)

Request Services

Adding a Service to the Quote Request

Select the service type from the dropdown menu below. Once you have selected a service, select the button labeled **"Add Service to Request"** that appears under the dropdown menu. Once a service request has been completed, you will return to this page and can add more services to this request, as needed.

Once all services have been added, select the **"Next"** button below.

Please note: This system will not allow multiple requests of a single service type per quote request.

Service Type

Project Registration X

Add Service to Request

Back Save

ASM Services that can be requested

State Mandated Services

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 - Cultural Resources Summary Letters for Non-Archaeologists can be requested by the public.

IMPORTANT

Only one service type can be added per request, if you need to request more than a single service type, please start a separate request.

Example Request

The form you encounter in the *Request Services* section will be determined by the service you select. In this example you are taken to the form for the Project Registration service type.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request Services > Add Request Service Save Cancel ...

No. of Digital Images * x
Minimum of 1 required.

No. of New ASM Site Cards * x Please Note:
Enter "0" if none are estimated. If you would like to add a new ASM Site Number to this quote request, please also select the "Request an ASM Site Number" service.

No. of ASM Site Card Updates * x
Enter "0" if none are estimated.

▼ Add a Service to Your Job Request

Please review the Service Summary below and confirm that the information is correct. Once confirmed, please click the "Submit" button to return to the "Request Services" form to add additional services or complete the quote request.

Service: Project Registration

Project Type: Non-Collection Survey
Landownership: State, County or Municipal

No. of Acres on State Land: 1
No. of Linear Miles on State Land: 0
No. of Calendar Days (Project Duration) on State Land: 2

Arizona Antiquities Act Permit

AAA Blanket Permit already issued for calendar year: TRUE

Estimated quantities of materials to be curated at ASM

No. of Linear Inches of documents to be curated at ASM: 1
No. of New ASM Site Cards to be submitted: 1
No. of ASM Site Card Updates to be submitted: 1
No. of Digital Images to be submitted: 1

Is the information above correct?
 Yes No

Answering yes will add this service to the quote request. Answering no will allow you to remove this service from the quote request.

After you have confirmed your selections are correct, select the **Yes** option in order for the **Submit** button to appear.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request Services > Add Request Service

Save Cancel

Minimum of 1 required.

No. of New ASM Site Cards * 1

Enter "0" if none are estimated.

Please Note:
If you would like to add a new ASM Site Number to this quote request, please also select the "Request an ASM Site Number" service.

No. of ASM Site Card Updates * 1

Enter "0" if none are estimated.

▼ Add a Service to Your Job Request

Please review the Service Summary below and confirm that the information is correct. Once confirmed, please click the "Submit" button to return to the "Request Services" form to add additional services or complete the quote request.

Service: Project Registration

Project Type: Non-Collection Survey
Landownership: State, County or Municipal

No. of Acres on State Land: 1
No. of Linear Miles on State Land: 0
No. of Calendar Days (Project Duration) on State Land: 2

Arizona Antiquities Act Permit

AAA Blanket Permit already issued for calendar year: TRUE

Estimated quantities of materials to be curated at ASM

No. of Linear Inches of documents to be curated at ASM: 1
No. of New ASM Site Cards to be submitted: 1
No. of ASM Site Card Updates to be submitted: 1
No. of Digital Images to be submitted: 1

Is the information above correct?

Yes No

Answering yes will add this service to the quote request. Answering no will allow you to remove this service from the quote request.

Submit

IMPORTANT

Avoid using the **Save** button on the top of the *Request Services* page; use the **Submit** button at the bottom of the screen.

After you select the **Submit** button, you are taken back to the *Request a Quote* page, and you will see a summary of the services you have requested so far. Once you have added all the services you wish to add to this request, select the **Next** button to move onto the *Final Review* page to review and submit your request.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. 8171

Back Next Cancel ... Return

Company Information Company Contact General Project Information Service(s) Review and Submit

Request Services

Adding a Service to the Quote Request

Select the service type from the dropdown menu below. Once you have selected a service, select the button labeled "Add Service to Request" that appears under the dropdown menu. Once a service request has been completed, you will return to this page and can add more services to this request, as needed.

Once all services have been added, select the "Next" button below.

Please note: This system will not allow multiple requests of a single service type per quote request.

Service Type

Search and select

Search records

Service Type	Service Summary
Project Registration	<p>Service: Project Registration</p> <p>Project Type: Non-Collection Survey Landownership: State, County or Municipal</p> <p>No. of Acres on State Land: 1 No. of Linear Miles on State Land: 0 No. of Calendar Days (Project Duration) on State Land: 2</p> <p>Arizona Antiquities Act Permit</p> <p>AAA Blanket Permit already issued for calendar year: TRUE</p> <p>Estimated quantities of materials to be curated at ASM</p> <p>No. of Linear Inches of documents to be curated at ASM: 1 No. of New ASM Site Cards to be submitted: 1 No. of ASM Site Card Updates to be submitted: 1 No. of Digital Images to be submitted: 1</p>

ASM Services that can be requested

State Mandated Services

- Burial Discovery Agreement:** Requested for planned projects when there is reasonable expectation that human remains may be encountered.
- Project Director/Principal Investigator Review:** Requested when prospective Principal Investigators (PI) and Project Directors (PD) need to be reviewed for listing on Arizona Antiquities Act permits.
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- Document Request:** Requested when documents (reports, Project Registration Forms, ASM Site Cards) curated at ASM are needed.
- Records Research and Cultural Resources Summary Letters**
 - Records Research for Archaeologists can be requested by Arizona Antiquities Act permit holders.
 - Cultural Resources Summary Letters for Non-Archaeologists can be requested by the public.

Back Next

Final Review

On this page you can review the services you have requested. If all the information is correct, select the **Submit** button to complete your request. If you see any mistakes, select the **Back** button to fix any mistakes. Once you submit the request, you will be taken to a page with your request confirmation.

The University of Arizona - Arizona State Museum | Sign in

My Apps

Home

Request a Quote > Edit Request No. 8171

Back Save Cancel ... Return

1 Company Information 2 Company Contact 3 General Project Information 4 Service(s) 5 Review and Submit

Final Review

Please review the quote request for completeness. If any additional services should be included in this quote request, please use the "Back" button to return to the "Request Services" screen. If the request is complete, select the "Submit" button.

Request Information
Request No. 8171
Company Name: TEST-Ankh-Morpork Museum of Quite Unusual Things
Internal Project Number: 1
Request Name: Test for the guide
Request Description: Test quote for the guide

Request Contact
Contact Name: Katie MacFarland (kmacfarl@email.arizona.edu)

Services Requested
Service: Project Registration

Project Type: Non-Collection Survey
Landownership: State, County or Municipal

No. of Acres on State Land: 1
No. of Linear Miles on State Land: 0
No. of Calendar Days (Project Duration) on State Land: 2

Arizona Antiquities Act Permit
AAA Blanket Permit already issued for calendar year: TRUE

Estimated quantities of materials to be curated at ASM

No. of Linear Inches of documents to be curated at ASM: 1
No. of New ASM Site Cards to be submitted: 1
No. of ASM Site Card Updates to be submitted: 1
No. of Digital Images to be submitted: 1

Submit

Back Save

IMPORTANT

Selecting the **Save** button at the bottom of the screen will not properly submit your request. Be sure to use the **Submit** button.

Request Submission Complete

Once you have reached this page, your request has been submitted to the ASM Quotes Team. If you need to request another service, select the hyperlink on the bottom of this page.



Arizona State Museum
C/O RII Business Center
Marshall Building - Room 525
845 N Park Avenue
PO Box 210158B
Tucson, AZ 85719

Thank you for submitting a request for a quote for Arizona State Museum (ASM) services.

Request Information

Request No. 8171

Company Name: TEST-Ankh-Morpork Museum of Quite Unusual Things

Internal Project Number: 1

Request Name: Test for the guide

Request Description: Test quote for the guide

Request Contact

Contact Name: Katie MacFarland (kmacfarl@email.arizona.edu)

Services Requested

Service: Project Registration

Project Type: Non-Collection Survey

Landownership: State, County or Municipal

No. of Acres on State Land: 1

No. of Linear Miles on State Land: 0

No. of Calendar Days (Project Duration) on State Land: 2

Arizona Antiquities Act Permit

AAA Blanket Permit already issued for calendar year: TRUE

Estimated quantities of materials to be curated at ASM

No. of Linear Inches of documents to be curated at ASM: 1

No. of New ASM Site Cards to be submitted: 1

No. of ASM Site Card Updates to be submitted: 1

No. of Digital Images to be submitted: 1

You should receive a confirmation email shortly. To request another ASM Mandated Programs Service Quote, click [here](#).

If you have any questions or concerns, please send an email to asm_crm@arizona.edu with the subject line "Quote Request Help".