

## Order Form for a Search (Recherche)

orderer			
first name and surname:		title:	
faculty:		department:	
email:		phone:	

search specification	
search topic specification: <small>(*Besides describing the topic, please also define keywords – eventually in the applicable foreign language. Use the backside or attach a separate sheet as necessary. If need be, you may be contacted by a University Library staff in order to consult the search specification.)</small>	
periodicity:	<input type="checkbox"/> one-off request <input type="checkbox"/> periodical search request - interval:
information type:	<input type="checkbox"/> only freely available information <input type="checkbox"/> including information provided for a fee
type of requested information or information sources:	
language specification:	
time period specification:	
territorial specification:	
estimated price:	

payment in case of paid-for services			
to be paid out of:	<input type="checkbox"/> department funds	<input type="checkbox"/> grant funds	
workplace:	order identification:	activity:	
VAT	<input type="checkbox"/> yes	<input type="checkbox"/> no	

.....  
date and signature of the budget administrator  
(in case of paid-for services)

.....  
date and signature of the budget commander  
(in case of paid-for services)

.....  
date of order and the orderer's signature