

## How to Place an Order with HIG

### **Option A – Submit an order form by email. This method is the quickest way to get your order into our research queue!**

*System requirements: Adobe Reader or Acrobat version 7.0 or higher and an email account.*

- Click here to download and open the HIG Order Form.
- Type in your contact information as you wish it to appear on the finished product we will send you.
- Type in the site information as you wish it to appear on the finished product we will send you.
- Select the items you would like to order and the turnaround time required.
- In the middle of the form there is a section marked Notes. You can add information that may better help us understand what you need. For example, if you would like to tell us which streets and what address range you would like HIG to research for city directory (CD) coverage, just write your notes in the Notes section. Here is an example: “CD streets: 400-700 Main Street, 400-700 Rail Street, 0-200 5th Avenue North, 0-200 6th Avenue North.”
- If you would like a copy of your completed order form, you can print to PDF and save it in your project file or print a paper copy at this stage.
- You are now ready to send us your order! Click the **Submit by Email** button on the bottom of the form and an email addressed to orders@historicalinfo.com will automatically be generated. This email will have an attached .xml file that contains all the data you entered in the order form.
- Please attach a site location map, indicating the boundaries of your site, to this email before you hit send. A map helps ensure that we complete research on the full extent of your site.
- Lastly, click **send** on the email and your order will be on its way to HIG.

### **Option B – Submit an order form by fax.**

Use this method if you do not have the system requirements for the preferred Option A.

*System requirements: Adobe Reader, a printer and a fax machine.*

- Download the order form from the HIG website.
- Type in your contact information and the site information then select the item(s) you are ordering and the required turnaround time.
- Print the form by clicking on the Print Form button on the bottom of the order form.
- Fax the order form along with a site location map indicating the boundaries of your site to 952-253-2005. No cover sheet needed!

### **Option C – Submit an order by phone.**

Use this method if you do not have the system requirements for the preferred Option A or Option B.

*System requirements: a telephone*

- Place a call to HIG at 952-253-2004 or toll free 877-517-2186 and press 0 to talk to a Researcher or Client Services Coordinator.
- Tell us you need to place a phone order and tell us your contact information, the site information, the items you would like to order and the turnaround time required. Please be patient as we pull up a map to make sure we understand your site parameters!
- The HIG Coordinator will fill out an order form on your behalf and enter it into our research queue.