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Client Name:

_____

Client Number:

_____

BASIC RESEARCH/DOCUMENT RETRIEVAL CONTRACT

BASIC RESEARCH OVERVIEW

SERVICES AND FEES

East-Central Indiana genealogical research services includes:

Review of information provided by client
Retrieval and analysis of evidence, including negative findings
Recommendations for future research
Copies of documents as required

Hourly Fees:

$30.00 per hour for services as described above.
Negative findings and unsuccessful searches are charged.

Other reimbursable expenses:

Postage, photocopies, microfilm rental, and other incidental expenses.
Use of subcontractors for document retrieval as needed.
Travel charges are negotiable (for counties outside East-Central Indiana, $0.50 per mile).

East-Central Indiana counties include:

Henry, Delaware, Madison, Wayne, Randolph,
Jay, Tipton, Rush, Hancock, Grant

Client Number: _____

CONTRACT FOR RESEARCH SERVICES

Client Name: _____ **Date:** _____
(*printed)*

I would like to contract _____ hours of genealogical research at a rate of $30.00 per hour as follows:

SPECIFIC GOAL OF RESEARCH: _____
_____
_____
_____
_____
_____

I agree that research will be conducted under the following conditions:

- A specific research goal **must** be defined. This will be discussed prior to the start of record retrieval during the one (1) hour complimentary session.
- All previous research bearing on the research goal **must** be provided prior to the start of record retrieval. If failure to provide relevant information results in duplication of previous research, charges for this research will still apply.
- There is a two (2) hour minimum for record retrieval. This allows for (a) review of previous research and (b) evidence collection. Fewer than two hours of research time is highly unlikely to yield effective results. Two or more hours of research time is recommended for most record retrieval goals.
- A deposit of 50% of the total commissioned project fees will be required to be placed on the current waiting list. This deposit will be entirely applied toward the research fees.
- Any unused fees will be returned to the client.
- Copy costs will be charged at cost, in addition to the hourly rate noted below.
- Travel charges will not be charged in most cases. For special requests of research outside of East-Central Indiana counties, then travel charges shall be negotiable, discussed beforehand, and agreed upon by the client.
- Any outstanding balance will be due at the conclusion of record retrieval. The records obtained will be delivered only after the balance has been paid.
- Project fee will not exceed _____ .

The hourly research rate is $30.00 per hour. This includes construction of a research plan and evidence collection.

Client Number: _____

The records obtained will be provided digitally via online delivery. If paper copies are desired in addition to the digital copies, additional charges will apply.

COMMENTS: _____

_____

_____

_____

_____

_____

_____ _____

Signature **Date**