Hoosier Connections in Henry County

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CONTRACT FOR RESEARCH SERVICES

(HCHS Referral)

Client Name:
Client Number:
Date:

REFERRED BY: Henry County Historical Society (HCHS)

SERVICES AND FEES

East-Central Indiana genealogical research services.

I would like to contract hours of genealogical research as follows:

- **Initial 1 Hour of Research:** $15.00 *(This $15 fee acts as a donation and will go directly to the Henry County Historical Society).*
- **Additional Research:** $30.00 per hour thereafter.

SPECIFIC GOAL OF RESEARCH



TERMS AND CONDITIONS

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

- **Goal Definition:** A specific research goal must be defined prior to the start of record retrieval.
- **Prior Research:** 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.
- **Search Results:** Negative findings and unsuccessful searches are charged.
- **Reimbursable Expenses:** Postage, photocopies, microfilm rental, and other incidental expenses. Copy costs will be charged at cost.
- **Travel Charges:** Travel charges will not be charged in most cases. For special requests of research outside of East-Central Indiana counties, travel charges shall be negotiable, discussed beforehand, and agreed upon by the client.
- **Payment:** 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.
- **Delivery:** 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:**