



Kaye Ford, AG®

P.O. Box 63 New Castle, IN 47362

Email: Kaye@HCHC.me

Phone: 765.400.6931

Website: Hoosier Connections in Henry County

Client Name: _____

Client Number: _____

Date: _____

ALLEN COUNTY PUBLIC LIBRARY RESEARCH TRIP CONTRACT

I would like to contract _____ hours of genealogical research at the Allen County Public Library (ACPL) 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:

1. Research Goals & Preparation

- A specific research goal must be defined prior to the start of record retrieval.
- 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.
- Negative findings and unsuccessful searches are charged.

2. Travel & Expenses The client agrees to cover the fixed travel and accommodation expenses for the ACPL research trip, subtotaling **\$371.00**, which includes:

- **Travel (Time & Mileage): \$244.00** (Based on \$0.50/mile & \$30/hour; to ACPL and return: 208 miles, or 4 hours 20 minutes total)
- **Hotel Accommodation & Meal: \$120.00** (one night)

- **ACPL Parking Fees: \$7.00** (per day)

3. Research Services & Fees

- **Research at ACPL:** Billed at \$30.00/hour. There is a minimum of two (2) hours (\$60.00) and a maximum of seven (7) hours (\$210.00) for this trip.
- **Analysis, Correlation, Report Completion:** Billed at \$30.00/hour with a minimum of two (2) hours with a minimum of \$60.00.
- Copy costs (postage, photocopies, microfilm rental) will be charged at cost, in addition to the hourly rate.

4. Billing & Delivery

- The **Estimated Minimum Total** for this project is **\$491.00** (this includes the expenses subtotal plus the minimum required hours for research and analysis).
- A deposit of 50% (\$244.00) of the total commissioned project fees will be required to be placed on the current waiting list, which will be applied entirely toward the research fees.
- Any unused fees will be returned to 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.
- 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:** _____