



## **Payment & Cancellation Policy**

**There is a 50% down payment at the time of service. The final 50% is due at the completion of services. Please note that payment in full must be received before the final report will be released to the client.**

**We accept check, cash, and major credit cards including Visa, Mastercard, and American Express. We utilize PayPal as well; payments can be submitted to [rpeck@pasttopresentgs.com](mailto:rpeck@pasttopresentgs.com) after an invoice is received. Please note: all payments using a credit card will incur a 3% fee.**

**Please note if you would like to cancel services before they are complete, Past to Present Genealogy Services, LLC will retain the 50% down payment. Additionally, if research services have already been completed at the time of cancellation before the report is started) an additional fee of \$50 will be due.**

I hereby confirm that I have read and understand the information set forth in the payment and cancellation policy listed above. I understand that changes may be made to this policy at the discretion of Past to Present Genealogy Services, LLC and can be viewed anytime at our website, [www.pasttopresentgs.com](http://www.pasttopresentgs.com).

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_