



KBQ Enterprises

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Terms of Service Research, Writing and Editing

All clients will agree with the professional on the specifications and scope of each project prior to the beginning of any work. This agreement will be put into a written contract to be signed by the client and the professional, with one copy furnished to the client and the other kept on file by the company.

- Services available include:
 - Cleaning up existing family trees
 - Verifying facts and sources
 - Extending lines with original research
 - Investigating historical contexts for individuals and/or groups of interest
 - Writing personal or family histories with provided or researched material
 - Editing existing personal or family histories
 - Scanning and curating photos
 - Creating restored images for damaged or faded documents and photos
- All of these services will be billed at the standard rate of \$50 per hour. However, clients will be billed only for work done directly on their projects, and a complete accounting of all funds expended will be provided.
- Checks or money orders made payable to KBQ Enterprises will be accepted for payment. Work will not begin until the funds have been cleared by the originating institution.
- Clients residing in Utah will pay required sales taxes on all services. Clients residing outside Utah will be responsible for paying required sales taxes to their local government authority.
- Clients will be charged for any expenses related to the gathering of information, such as fees for copies of official documents, in addition to the hourly rate.
- A minimum retainer of \$500, representing the initial consultation and 10 hours of work, is required for each research project. The retainer for other services will be based on the estimate for the work requested.
- Clients may choose to provide or add to the retainer amount in monthly increments or by lump sums, but no work will be started or continued without advance payment.
- Any unused funds will be promptly refunded at the conclusion of each project or when the client determines to stop the work.
- Under no circumstances will refunds be provided for any work already completed.
- Research clients are buying time, not results. While the professional will make a reasonably exhaustive research effort, as defined by the Board for Certification of Genealogists,

genealogical results cannot be guaranteed because of the many unknown variables associated with any research question.

- We use the Genealogical Proof Standard established by the Board for Certification of Genealogists as the measure for all of our work. For more information, go to <https://bcgcertification.org/ethics-standards/>.
- In addition, the professionals associated with our company subscribe to the Code of Ethics and Professional Practices of the Association of Professional Genealogists. A copy of this code may be viewed at <https://www.apgen.org/ethics/index.html>.
- Research clients are encouraged to share all previous work done on the individuals or family lines of interest prior to beginning a new project to avoid unnecessary duplication of effort.
- Clients will be given an estimate of the time necessary to complete a proposed project prior to signing the contract. However, any project may take more or less time than at first envisioned. Clients will be notified as soon as it becomes apparent that a project will take more time than originally estimated so that he or she may decide whether to proceed.
- The contract for each research project will include a tentative research plan as a blueprint for how the project will be conducted. However, modifications to this plan will be made as necessary during the course of the research.
- Research clients will receive a summary of all findings as well as a complete, annotated log of all sources searched and the results of each search, including negative findings and abstracts of any genealogically relevant information.
- Interim reports on the progress of larger projects will be provided if requested. Clients and the professional will agree in advance on the intervals for providing such reports, and this will be included in the contract.