



Thank-you for asking more about Silver Quill Legacies and the biography services we offer.

We are currently offering **Legacy Documents** and **Personal Biographies** - both of which are great ways to preserve significant events, experiences and stories of your life for the future. The best time to start is now since nobody knows when we will run out of tomorrows.

While you have time, awareness, and access to your mind and heart, let Silver Quill Legacies prepare your Legacy Document and biography telling family and friends why you love for them, why it's important and what matters most to you in this world.

A **Legacy Document** is a single story, usually focused as a gift to an individual, written to relay a key message to the recipient. A single page, or two at the most, the story is focused, concise and written with purpose. Two photographs may be included for inclusion in the final document.

A **Personal Biography** is a more in-depth document, meant to preserve more finite details of an individual's life...it can be seen as 'the details of the dash' that appears between an individual's birth and the time of writing. Up to four stories and ten photographs are included in the basic package, and more can be added for an additional per story/photograph fee.

Consultations and interviews for all legacy and biography stories are done by phone or virtual meeting, and are recorded to ensure the accuracy of the stories. Final documents are provided as high resolution PDF documents. The digital recordings are provided upon acceptance of the finalized document. All physical photographs/images will be returned.

Payments

Legacy Document: half the fee is payable at the completion of the interview. The remainder of the fee is payable upon acceptance of the final edited document.

Personal Biography: half the fee is payable when the Vital Statistics questionnaire is returned to Silver Quill Legacies. One quarter is payable at the end of the final interview with the remainder payable upon acceptance of the final edited document.

Attached are more details about the Legacy Document and Personal Biography interview and writing process.

We look forward to the opportunity of working with you or your family and friends to create a lasting memory - whether short or long - for people to enjoy for generations to come.

Sincerely,

Dan Macpherson
Owner and Writer
Silver Quill Legacies



Services and Prices - January 2021

Personal Legacy Document

This is perfect for the individual who wants to pass on a message, value or theme based on an event or period in their life, involving personal reflection and introspection.

Popular topics include

Some things I'd like to share with you about my family when I was growing up are...

The reason I choose my profession/career was...

The most important thing I learned from my parents is...

Some of the events that had the greatest impact on my life were...

In difficult times I have found comfort in...

My wishes for my children/grandchildren are...

When you encounter hardship, I hope you will remember...

Cost includes one hour of interview time, document preparation and one hour collaborative follow-up interview for edits and revisions.

Three hours of writing, composition and editing - **\$119**

Personal Biography

More in-depth than a Legacy Document, a Personal Biography combines your Vital Statistics & Timeline information with key life stories. These stories may be similar to Legacy Documents with an intention to pass on a life lesson or simply be recounting significant or pivotal life moments, involving personal reflection and introspection.

The process begins with an initial consultation to formalize the scope of work, the completion of a Vital Statistics & Timeline questionnaire and the identification of up to four key life story topics. The questionnaire, which provides the individual's dates, locations and basic background information, will form a framework document for the expanded life story topics.

Each story topic will be given an hour of interview time and one hour of collaborative follow-up interview for edits and revision after the

draft has been prepared. The stories, which may include up to two photographs for each topic, will be inserted into the framework document at the appropriate chronological position.

Cost includes preparation of the Vital Statistics & Timeline document, up to four life stories (each allocated one hour of interview time, document preparation and one hour collaborative follow-up interview for edits and revisions), and photograph colour correction as required.

Fifteen hours of writing, composition and editing - **\$495**

Each additional Key Life Story - **\$109**

Each additional photograph - **\$20**

All services include a digital PDF copy of the final approved story, plus copies of all audio interviews.

At the client's request, Silver Quill Legacies can arrange to have the final version printed in a variety of formats for display or gifts.



Personal Biography

The Personal Biography begins with the Vital Statics information, including date and place of birth, parents and siblings, places lived, education, employment, recreation and so on; this is often material most easily found when researching a family tree...dates, times and places.

Following an initial consultation, Silver Quill Legacies will send you the questionnaire which should be completed and returned prior to the first interview. This questionnaire will form the framework from which the biography will be built - it also helps our writer become more familiar with the subject ahead of time.

From there, key life stories (which are identified in the questionnaire) are added to provide more details about who the person is - these stories are often similar to Legacy Documents in nature. Sometimes, however, they are used to expand on an item of family history, personal success or unique life event that deserves to be passed on, preserved and cherished. Subjects are encouraged to consider the information about Legacy Documents when identifying and preparing for the story interviews.

Separate interviews are set up for each personal story, and should take approximately one hour. A draft of each story will be returned for revisions/approval before the subsequent interviews.

The final length of the Personal Biography is completely dependant on how much background information is provided, and how detailed the supporting stories are. Silver Quill Legacies works with the individual to develop a reflection of their life. Be advised, however, this is not an attempt to create a novel of an individual's life, but to accurately preserve and concisely convey 'who they are'.

At present, the Personal Biography package includes four life stories and ten photographs (two per story and two additional life stories). More may be added for an additional fee.

With preparation, each interview should take no more than one hour, and a draft version of individual stories available for review and revisions in about five business days.

Once all stories are written and edited by the subject, the final document will be compiled for final approval and, once final payment received, the digital version released.

Silver Quill Legacies recommends that you share your new Personal Biography with family and friends - be proud of your history, accomplishments and the details of your life that may have been unknown to others. Also, print additional copies to keep with your other important records and documents - much of this information is important for family to prepare a fitting memorial.



PERSONAL BIOGRAPHY QUESTIONNAIRE

Name: _____ Citizenship(s) _____

Date of Birth _____ / _____ / _____ Where _____
DAY MONTH YEAR

Name of Hospital _____

FAMILY INFORMATION

Parents *(If passed away, please provide the year of death)*

Mother's Name _____

Father's Name _____

Step-parents _____

Siblings *(Please include the year of birth. If passed away, provide the year of death)*

Brother/Sister #1 & partner _____

Brother/Sister #2 & partner _____

Brother/Sister #3 & partner _____

Brother/Sister #4 & partner _____

YOUR Children & Grandchildren *(Include the year of birth and death, if applicable)*

Son/Daughter #1
Partner _____

Children _____

Son/Daughter #2
Partner _____

Children _____

Son/Daughter #3
Partner _____

Children _____

Son/Daughter #4
Partner _____

Children _____



PLACES YOU'VE LIVED (Include city, province and duration)

EDUCATION

Elementary school(s), city, and years _____

Items of note *(favourite subjects, friends, awards, sports and clubs)*

Junior high school(s), city, and years _____

Items of note *(favourite subjects, friends, awards, sports and clubs)*

Senior high school(s), city, and years _____

Items of note *(favourite subjects, friends, awards, sports and clubs)*

POST SECONDARY EDUCATION

Institution Diploma/Degree	City	Years
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Items of note, including sports and associations

Institution Diploma/Degree	City	Years
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Items of note, including sports and associations



SPORTS PARTICPATION

RECREATIONAL PURSUITS

MILITARY RECORD

Branch of Service Years Served

Rank and year of Discharge

Decorations

Overseas Deployments

Postings with years

Items of note, awards and recognitions



WORK HISTORY

Retired? Year Retired Retired from

Employer #1

City/Province

Years from to Position

Notes

Employer #2

City/Province

Years from to Position

Notes

Employer #3

City/Province

Years from to Position

Notes

Employer #4

City/Province

Years from to Position

Notes



RELIGIOUS AFFILIATIONS INSTITUTIONS

COMMUNITY INVOLVEMENT AND PUBLIC OFFICES HELD

NOTABLE ACCOMPLISHMENTS AND ACHIEVEMENTS

HOBBIES / SPECIAL INTEREST

PETS *(Please include breed and list in chronological order)*

Additional items of significance that you wish to be included

My Life's Highlights

silverquilllegacies.ca



PIVOTOL MOMENTS

LINKING MEMORIES

CHILDHOOD

TEEN YEARS

ADULTHOOD

RETIREMENT

LIFE TODAY



How to complete the My Life's Stories worksheet

When thinking about the in-depth stories you wish to have featured in your Personal Biography, please consider the following points. This forethought will assist the interviewer in remaining focused to ensure the goals of your focused stories are met. Record your story requests on the next page - point form notes are fine.

Take sometime to reflect on what specifically has meant most to you in your life? *What you want to pass forward to them? How important they've been in your life? What wishes do you have for them?*

What is the **context** of your message? *This provides a personal, family and a bird's eye view of history and the period of time of the story.*

What are some details about the **story or experience** behind the message? *Provide some key points.*

What did you **learned** from your experience? *This provides a deeper meaning to the story.*

Please have the completed pages returned to Silver Quill Legacies prior to the first interview.