



## CONTRACT FOR GENEALOGICAL RESEARCH SERVICES

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to contract \_\_\_\_\_ hours of genealogical research at a rate of \$30 per hour.

SPECIFIC GOAL OF RESEARCH:

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To avoid being charged for duplicate work, please provide all information you have already compiled on the person or family to be researched, including copies of all pertinent records.

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

- A deposit of 20% of the total commissioned project fee (\$\_\_\_\_) is required prior to project start. This deposit will be applied in its entirety toward research fees. Any unused funds will be returned to the client.
- The balance of the fee (\$\_\_\_\_) will be due at project completion, with the final research report delivered after the balance due is paid.
- Photocopying costs or library access fees associated with this commission may be charged to the client. This will be discussed with the client prior to charge.
- It is possible that this research does not result in a solution to the research question identified. It is understood that time leading to negative findings is also charged.
- It is understood that unexpected results may be uncovered in any genealogic research.
- Acceptable forms of payment include Venmo and Zelle.

The researcher, Susan C. Kim, agrees to provide a detailed report, including a listing of all sources evaluated, analysis of findings, explanation of results, and recommendations for further research. She will also provide an itemized report of time spent and expenses incurred.

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

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

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

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

Susan C. Kim · Professional Genealogist  
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