

FAMILY HISTORY RESEARCH SERVICES AND FEES

Research Services Include:

- Review of information provided by the client, including DNA if applicable.
- Formulation of a research plan.
- Retrieval and analysis of evidence, including DNA, if applicable.
- A written report of findings, including negative findings.
- Recommendations for future research.
- Copies of documents as required.

Hourly Fees:

- \$75 per hour for services as described, with a 10-hour minimum.
- Negative findings and unsuccessful searches are charged.

Other Potential Reimbursable Expenses:

- Third-party DNA testing and analysis services.
- Postage, photocopies, document purchases, and other incidental expenses.
- Use of subcontractors for document retrieval as needed.
- Travel expenses beyond 25 miles.

CONTRACT FOR RESEARCH SERVICES

CLIENT NAME: _____ (“the Client.”) DATE: _____

I would like to contract _____ hours of genealogical research with Jennifer Grinnell at \$75 per hour as follows:

SPECIFIC GOAL OF RESEARCH: (Use the reverse of this page if necessary)

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

1. A specific research goal must be defined. This will be discussed prior to the start of the project.
2. All previous research bearing on the research goal must be provided prior to the start of the project by the Client. If failure to provide relevant information results in duplication of previous research, charges for this research will still apply.
3. There is a ten (10) hour minimum for all research projects. This allows for (a) review of previous research, (b) construction of a research plan, (c) evidence collection, (d) analysis of collected evidence, and (e) accurate and precise research reporting. Less than five hours of research time is highly unlikely to yield effective results. Ten or more hours of research is recommended for most research goals.
4. Copy & mailing costs, if applicable, will be charged at cost in addition to my hourly research rate.
5. Travel outside of local repositories (more than a 25-mile radius) may be charged after discussion with, and approval by, the Client.
6. Outstanding balances will be due at the conclusion of the research project. The final research report will be delivered to the Client only after the balance has been paid.

This research session includes constructing a research plan, evidence collection and analysis, and accurate and precise research reporting.

Before research commences, a deposit is required:Project scope *under 15 hours*: A \$200 deposit.Project scope *over 15 hours*: A \$375 deposit.

The research report, including copies of all evidence, will be provided digitally in PDF format via online delivery.

COMMENTS:

SIGNATURE_____
DATE

COPYRIGHT & PERMISSIONS

Dear Client:

Professional genealogists retain the copyright over research reports and other analytical or narrative products we write as a result of commissioned work. We request that our clients respect our copyright by making only a limited number of copies of our work and seek permission before publishing any part of that product so that we can review the format. ____ (initial).

In addition to genealogical research, genealogists also lecture, teach, and write in the genealogical field. They often use case studies in teaching and writing but do not use contracted research without their client's permission. If you allow me to use the work I did for you in this way or to use you as a reference, please initial the respective statements below and return the form to me. None of these permissions are required for research, though they are greatly appreciated. Thank you for considering these requests.

Sincerely,
Jennifer Grinnell

____ I permit Jennifer Grinnell to use the genealogical research report she prepared for me in portfolios of her work to be reviewed by other professionals.

____ I permit Jennifer Grinnell to use the genealogical research that I commissioned as examples or case studies in genealogical lectures.

____ I permit Jennifer Grinnell to use the genealogical research that I commissioned as examples or case studies in genealogical publications.

____ I permit Jennifer Grinnell to use my name as a reference.

PLEASE SELECT **ONE** OF THE CHOICES REGARDING **CONFIDENTIALITY** BELOW.

____ If the genealogical research I commissioned is used in a genealogical publication, I want my identity to be kept confidential. **OR**

____ If the genealogical research I commissioned is used in a genealogical publication, I want my identity to be acknowledged. **OR**

____ If the genealogical research I commissioned is used in a genealogical publication, I want my identity to be acknowledged, and my address to be included.

COMMENTS:

SIGNATURE

DATE