

NEILSON GENEALOGICAL SERVICES

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GENEALOGICAL RESEARCH CONTRACT SERVICES AND FEES

Research Services Include:

- Review of information provided by client
- Formulation of research plan
- Retrieval and analysis of evidence
- Written reports of findings, including negative findings
- Recommendations for future research
- Copies of documents

Hourly Fees:

- \$60 per hour for services described above
- Negative findings and unsuccessful searches are charged

Other Reimbursable Expenses:

- Postage (where required), microfilm rental, documents are charged at cost and other incidental expenses.
- Use of Subcontractors for document retrieval as needed
- Travel expenses are not charged

CONTRACT FOR RESEARCH SERVICES

CLIENT NAME: DATE:

I would like to contract Hours of genealogical research, at a rate of \$60 per hour as follows:

SPECIFIC GOAL OF RESEARCH

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

1. A specific research goal must be defined. This will be discussed prior to the start of the project. If failure to provide relevant information results in duplication of previous research, charges for this research will still apply.
2. A retainer of \$300 (equivalent to 5 hours research time) is required before research can begin. This retainer will be applied to authorized time spent on research.
3. The Researcher will spend one hour of research time at the beginning of the project for which the Client will not be charged. Any funds from the retainer that are not used will be returned to the Client. Further hours, up to the limit of the contract will be invoiced with payment due within 7 days. At the time when the payment is made, the final report will be sent.
4. The research reports including copies of all evidence, will be provided digitally in PDF format, via online delivery. If paper copies are desired in addition to the digital copies, additional charges will apply.
5. The Researcher will hold confidential any information on living persons or sensitive matters, as defined by the Client.
6. The Researcher will perform no additional research beyond that authorized by the Client in this Contract, until the Client authorizes it, and Researcher and Client both agree in writing.

Signature of Client

Date

Signature of Researcher

Date