

"Relative Discoveries"

Brenda Wheeler PLCGS

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Member of the Assoc. of Professional Genealogists.

By retaining my services, you are paying for my time and expertise as a professional genealogist to find, analyze and interpret data in the most efficient manner.

Research Agreement

Enclosed is a cheque / money order for the initial retainer fee of \$_____ for two hours of research. The following number of additional _____ hours are authorised. The balance for additional time and / or reimbursable expenses are payable upon completion of the research. It is understood that time leading to negative findings is also charged.

My research request; (Names to be researched, in order of priority etc.)

To avoid being charged for duplicate work, I will provide Brenda Wheeler with all pertinent information regarding the required research, to include pedigree charts, family group sheets, ancestor / descendant charts, religious affiliations, known places of residence, dates and places of birth, marriage, death and other significant life events, sibling information and a list of all sources previously researched.

Brenda Wheeler will provide a detailed report covering all aspects of the completed research, including copies, transcriptions or abstracts of documents as appropriate and recommendations for future research. This report will be posted to the client as soon as possible at the completion of the research. The client will receive regular emails to keep them informed during the research.

Brenda Wheeler retains copyright to the client report. The client may make limited personal copies, but may not, in any manner, publish any part of the report without the written permission of Brenda Wheeler.

The client gives Brenda Wheeler permission to use reports and documents found in the course of this research for purposes of certification, in scholarly articles and for educational instruction.

Charges as follows;

\$_____ per hour, to include; review of client information, planning, research, analysis and reporting. The client will be charged for the costs of microform rentals, certificates, photocopies, photographs, postage and the researcher's file copies for future reference. Travel outside of Hervey Bay, Queensland will be charged at .40c per kilometre plus parking.

Signature of Brenda Wheeler; _____ Date _____

Signature of Client; _____ Date _____

Please print your name, postal address, phone number and email address;

Please sign the contract and return with your deposit to the above address. A signed copy will be returned to you.

"Developing Family History by research and education in the most accurate and ethical manner."
brenda@relativediscoveries.com