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FAMILY HISTORY SERVICES AGREEMENT

Client Name:

Address:

City, State, Zip:

Email:

Telephone:

Brief Description of Research Request:

Prior to initiation of service, *Client* will provide:

- Copies of reports or summaries of previous research related to this service request.
- Copies or abstracts of significant records bearing on this research.
- Notes and/or bibliography of sources or collections already searched.
- Signed copy of this contract, outlining scope of work.
- Payment in advance for estimated research time, as noted in contract.

McCormick Family History Services will provide:

- Quality, personalized service undertaken in accordance with standard professional practice in family history, genealogy, and archives.
- Initial results of research undertaken within six weeks.
- Research results will include analysis, summary reports, typescripts, and related photocopies or digitized documents, if necessary. (Reminder: Not all searches yield positive documentation.)
- Research service at the rate of **\$40 per hour** plus any additional copy costs.

All information obtained in the course of this research project will be maintained in confidentiality, if not already a matter of public record or public knowledge. *McCormick Family History Services* retains the right to share research strategies or results from this project, anonymously, and only within the context of an educational article or workshop. *McCormick Family History Services* retains copyright to the report provided and the written content. The *Client* agrees not to quote or provide information taken from the report in any format without appropriate citation to *McCormick Family History Services* as the source. The *Client* may make a limited number of personal copies of the report as "fair use," but agrees not to publish or make multiple copies without written permission of *McCormick Family History Services*.

The *Client* contracts for _____hours of initial research on the stated query at a total cost of \$_____and agrees to pay in advance by payment through Paypal on our Website or by personal check made out to "McCormick Family History Services." The check should be sent to McCormick Family History Services at the address above. Additional hours of research on this query may be contracted for by mutual agreement of the *Client* and McCormick Family History Services.

ACCEPTED:

Client

Date

McCormick Family History Services Representative

Date