

Heritage Research Client Agreement

Dana McDaniel Britton, Researcher

Specialty: Texas 1825-Present

P.O. Box 363 Garrison, TX 75946

Office - 936.347.3016 Cell - 936.645.3040

Email - dana@heritageresearch.net

Services Include:

- Thorough review of information provided by the client
- Develop a research plan to address the problem(s)
- Perform research on behalf of the client
- Analyze findings
- Issue a written report (including negative data)
- Photocopies, transcriptions, abstractions, certified copies and .pdfs where necessary
- Evaluation and translation, if necessary, of document

Fees:

- An hourly fee of \$40 (forty dollars) will be charged. Research hours include travel time and correspondence with the client. Unsuccessful searches and negative findings will still be paid for.
- Fees reimbursable to Dana McDaniel Britton dba Heritage Research: photocopies, fuel for research travel, record ordering fees, parking, postage, long-distance phone calls, microfilm orders and computer fees. Other fees required for project research may also be assessed.
- A 4% convenience fee will be charged to clients who pay with PayPal.
- A research block (group of hours) will be suggested by the researcher based on the scope of the project. The client, if in agreement, will then authorize that research block (page 2).

Client Signature

Date

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Research Request:

Contact Information:

Name _____ Phone _____

Address _____

Email _____ Fax _____

Surnames listed in order of importance:

Goals for this project:

Research hours authorized: _____

Important: To ensure no time is wasted on redundant research, the client must furnish the researcher with any information they possess relating to the project's stated goals. Please provide copies of, or links to, any data already collected for this family. This information might include, but is not limited to: names and birth dates and places of the research subjects, military service, a link to your Ancestry.com tree, membership in religious or fraternal organizations, copies of vital records pertinent to the project, prior research report(s) conducted by other professional genealogist(s), etc. Additionally names of siblings, parents, the subject's occupation(s), etc., should be noted by the client, if known. Further, the client understands that research that leads to negative results will still be paid for. Work on the project will begin when this form, along with the Client Release, are returned to Heritage Research.

Client Signature Date