



Genealogical Research Agreement

*Your Family Lines Research
P.O. Box 342301
Bethesda, MD 20827-2301*

I, _____, (the client), hereby engage the services of Margaret Mary Russell, (the researcher), to conduct research on my behalf for an amount not to exceed _____ hours and \$ _____ (excluding expenses). A retainer of \$ _____ (50% of the amount authorized above) is enclosed, made payable to Margaret Mary Russell. The retainer will not be deposited until the research begins. Payment of the 50% balance plus expenses will be due within 15 days of receipt of the research report. The researcher will provide a detailed report describing the sources researched, analysis of findings, copies of relevant documents, and a detailed invoice for the remaining balance due including expenses incurred.

The objective of the research is:

To avoid duplication of research already performed, I have provided all the information I have on this question, including copies of research reports and significant records, and notes on sources or collections already searched.

I understand and agree that

- the researcher can make no guarantee regarding what information, if any, may be found or what conclusions may be drawn from it;
- the researcher cannot predict in advance the time required to locate information or prove facts or relationships, although she will endeavor to perform the research in a timely manner beginning not later than 2 months after receipt of this signed agreement unless otherwise agreed to by both parties;
- the total expenses due are for services rendered and will include the researcher's hourly fee, as well as the cost of postage, microfilm rentals, certificates ordered, copying fees, and Metro (subway) and parking (\$9.00 per day total) or mileage (25 cents per mile) to and from any research site outside a 20 mile radius.

The researcher will hold confidential any information I provide that is not already a matter of public record or public knowledge. She will treat with discretion matters that concern living persons and their immediate families. She will adhere to the research and ethical standards of the National Genealogical Society and the Association of Professional Genealogists.

Signature of Researcher: _____
Margaret Mary Russell Date

Signature of Client: _____

Client's Printed Name: _____ Date _____

Address: _____

Phone: _____ E-mail: _____