

**Date:**

**STANDARD GENEALOGICAL RESEARCH CONTRACT[[1]](#footnote-1)**

**This AGREEMENT is made in two original copies between:**

**1). GEN-FIND RESEARCH ASSOCIATES, INC. (the "Consultant")**

**And**

**2). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the "Client")**

**Enclosed is payment, via Bank Draft/Bank Wire/E-transfer/PayPal, in the amount of $\_\_\_\_\_\_\_\_\_ CDN as a retainer on future genealogical research and/or consulting services. The Client hereby engages the research & consulting services of the Consultant & their sub-contractors and also authorize them to conduct research & consulting services on the Client's behalf, for an amount not to exceed \_\_\_\_\_\_\_\_\_ hours or $\_\_\_\_\_\_\_\_\_, plus expenses, as per the following instructions (stated briefly):**

***Objectives:***

***Known Facts and List of Enclosed Documents:***

**The Client agrees to have provided to the said Consultant all known pertinent information on the subject(s) to be researched at the start of the research, or consulted as per avenues and reservations noted in Exhibit I.**

**The Consultant agrees to use their best efforts in performing all of their duties on behalf of the Client and the Consultant agrees to provide the Client with either *detailed* ( ) or *summary* ( ) report(s) as deemed necessary depending upon the nature and duration of each assignment requested by the Client during the specified length of this service. The reports will cover all sources examined during the research, with analysis, and a report of time consumed & expenses incurred. A report, a statement, along with any invoices for any outstanding unpaid charges for the latest period, will be mailed to the person whose name and address appear below, in a timely fashion, usually not more than 8 to 12 weeks from the time of receipt of the deposit to the Consultant, though in the case of waiting time on government & other agencies the delay may be longer and will be entirely dependent upon those timelines.**

**The services will be charged as follows:**

1. **Consulting & Research Services - $ \_\_\_\_\_\_\_\_ (CDN) per hour, includes research, analysis, dissemination, and reporting time (please refer to the Consultant in advance of signing this contract for the best rate that they can offer you);**
2. **Out-of-Pocket Expenses - At cost plus 15% for all expenses such as but not limited to microfilm/fiche rentals, photocopies, postage, phone/fax costs, vital statistical records, archival/resource fees, and other expenses deemed necessary by the Consultant to complete the objectives as stated in the above. Should the out-of-pocket expenses be expected to exceed $250 CDN in this contract, the Client will be contacted in writing for approval of the additional expense charges yet to be incurred;**
3. **Travel Expenses - At cost plus 10% for out-of-town localities only, upon prior written request by the Client;**
4. **Charting/Word-Processing Services - Specific services, other than those provided with the standard report, as requested by the Client and priced according to the current Price Schedule at the time of the request.**

**Balances owing in full are due before any final report or affidavit will be sent to the Client.**

**The consulting & research fee amount is subject to revision at any time by the Consultant upon advance written notice of such intent to the Client and becomes part of this Agreement. This Agreement commences on this date with signature of the two parties, and shall terminate on written notice by either the Client or the Consultant to the other party effective the date such written notice is received by the other party. All charges till the date the cancellation is received in the office of the Consultant will be payable by the Client, along with any penalties for cancellation**

**Should the Client be dissatisfied with the resulting services and leave an unpaid & delinquent account, the Consultant will forward the file to the Association of Professional Genealogists (USA) for binding arbitration on the matter.**

**Signature of Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Consultant: #101 – 5170 Dunster Road, Nanaimo, BC, Canada V9T 6M4**

**Signature of Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of the Client denotes acceptance of all conditions of this contract. A photocopy of this authorization shall have the same force and effect as the original.**

**Client: Please sign one copy & return; retain second copy for your files. A fully double-signed copy of the contract will be returned to you.**

**EXHIBIT I**

1. To retain our services, please cut and past the Contract form into your word processor, complete the dollar amounts, sign and mail it to us along with your advance retainer and your detailed request and any supporting documentation or explanation of known facts that you believe may be relevant to the investigation. [↑](#footnote-ref-1)