

Request for ADVICE – page 1 of 3. POST this (don't email it) to J. Webster, PO Box 5043, Algester QLD 4115

• **Name:** (PRINT) _____ **Email:** _____

• **Postal address:** _____

• **Alternative email** (eg, work, or someone who can contact you) _____

1) **You may send your report via:** [circle one or more below]

Australia Post Email attachment (PDF format) Dropbox (see <http://www.judywebster.com.au/dropbox.html>)

2) **Payment of \$60** is enclosed, or was paid by [bank deposit or PayPal] _____ on [date] _____.

3) I understand that this payment covers **up to one hour of your time**, during which you will *analyse* information I supply, *consult* material in your *personal reference library* if necessary, and write a *report* with **advice** on sources or research strategies that may help me with 'what I want to accomplish' as per my explanation on page 2. I understand that this 'consultation' service is for **advice only**, *not* for actual research.¹

4) **I understand that it is my responsibility to supply all relevant information** in a clear, concise format; to send **photocopies of certificates** if applicable; and to **fill in the family group sheet** (page 3); and that if details and/or source references are incomplete or inaccurate, you may not be able to help me (or time and money may be wasted).

5) I understand that (because you only work part-time, have a backlog of requests and will be away at conferences etc) the **waiting time** for your report could be up to 3 months from the date on which you acknowledge this request.

6) You will not publish any information from my request form and accompanying documents without my written consent. An exception would be brief submissions to correct previously published errors.

7) If I **distribute** to others, or **publish**, any information taken from your report, I will report it accurately and include any qualifiers such as '*probable*' or '*possible*' accompanying a conclusion; and **I will credit your report as the source** thus: 'Report by Judy Webster, <www.judywebster.com.au>, [date], citing [Archives reference]'.

8) **I will not reveal your (Judy Webster's) email address by putting it on the Internet or in a mailing list or newsgroup message.** Instead I will refer interested parties to your Web site or postal address.

9) I may make a limited number of personal copies as 'fair use' of the report, to which you retain **copyright**.

10) The entire agreement between us is contained in this 3-page Agreement plus your formal Acceptance by email or post. This Agreement supersedes all oral and written proposals and all prior communication.

- - - [*If you do not agree to one or more of the clauses below, DELETE it / them*]

- Names from my certificates may be added to your Certificates Index to publicise my research interests.
- My postal and/or email address may be given to anyone whom you think is researching the same family.
- I grant permission for the main details of my research to be donated (if you wish) to the Society of Australian Genealogists' Primary Records Collection or a similar repository, at my death or not less than 5 years from today, for long-term preservation. No access restrictions need be imposed unless specified here:

Signed: _____

Date: _____

¹ Requests for actual *research* or *copying* at Qld State Archives must be submitted separately as explained on either (1) the Web page where you found a person's name, or (2) www.judywebster.com.au/prof2.html.

What I want to accomplish: *use dot points - eg,*

- Find [*specific facts / documents*] for [*name*]
- Find [*parents / siblings / living relatives*] of [*name*]

Other details I know about the person/s being researched [Send certificates, & if relevant mention family stories, education, employment, headstones etc. Be clear and concise, because you pay for the time it takes me to read your data.]

SOURCES and TIME PERIODS ALREADY SEARCHED, with or without success [*be very specific; include Archives source location numbers; continue overleaf if necessary*): repository, record type/title, ref#, date range searched; *or for published indexes*: author, title, index entry, meaning of index codes, title/repository of source]

