

This agreement protects the client in accordance with professional practices suggested by 'Professional Genealogy: A Manual for Researchers, Writers, Editors, Lecturers and Librarians' (E.S. Mills). Please keep a copy.

****NOTE:** I've reduced my working hours, so I am only accepting a limited number of new requests for "in-depth" research. If you need results within 3 months, email me to ask whether I can fit your job into my schedule. The fee may change, so *only print this* from www.judywebster.com.au/prof2.html when you are ready to complete it and post it.

REQUEST FORM - p.1 of 3. POST (don't email) to **J. Webster, PO Box 5043, Algester QLD 4115, Australia**

- **Name:** (PRINT) _____ **Email:** _____
- **Postal address:** _____
- **Alternative email** (work, family, or Gmail etc.) _____
- **A deposit** of _____ [\$100¹ minimum unless otherwise agreed] is enclosed. *Optional but recommended:* I authorise you to continue if necessary and invoice me for an *additional* sum of _____ (in excess of the above deposit), which I will forward promptly on request. Unexpended sums are to be [*delete one*] refunded / held in credit.
- For **non-urgent**** requests, an **hourly rate** of AUD\$60 per hour will apply until this deposit has been expended.
- This agreement takes effect when you email me to say that you accept this request. **I understand** that you have reduced your working hours and are accepting only a limited number of requests, and that it may be more than 3 months before you commence **this non-urgent job**. If I cancel a request, you will deduct costs already incurred (your time/expenses or minimum handling charge of \$20) and refund the balance of my deposit.
- Work may be conducted in **stages**. At the end of each stage you will submit a report with your findings, source citations, and suggestions for further research if indicated. If I delay deciding whether to authorise further research, I will be charged for the time you spend re-acquainting yourself with the facts of the case.
- **I understand that it is my responsibility to supply all relevant information, including photocopies of certificates if applicable;** and that **if I fail to do so**, work may be duplicated, time and money may be wasted, or relevant material may be missed. I declare that I have supplied all available data including a list of sources already searched. I understand that if the details and/or source references are incomplete or inaccurate you may need to repeat some searches, and I will be charged for the time and costs; and that if I send email **attachments** without obtaining your approval in advance, download fees will apply.
- I have read your advice on www.judywebster.com.au/tips-qld.html and <http://bit.ly/whyfmp>.
- I understand that you can make no guarantees as to what **information** (if any) may be found, or how much **time** may be involved, but you will work as efficiently and economically as possible.
- **I will notify you if my postal or email address changes.** If I fail to do so, funds in my account when you are unable to contact me may be disposed of as you wish (*eg*, donated to charity).
- You will personally conduct research at Qld State Archives, National Archives Brisbane Office or the State Library of Qld. If research elsewhere is necessary, it [*delete one*] *may / may not* be subcontracted to another researcher of your choosing if you are unable to do it yourself.
- 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.
- 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: 'Research report by Judy Webster, <www.judywebster.com.au>, [*date*], citing [*Archives reference*]'.
- **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.
- I may make a limited number of personal copies as 'fair use' of the report, to which you retain **copyright**.
- 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 For simple requests (*eg*, Archives item ID known, or a will or inquest with death year known), email me to discuss a smaller deposit.

RESEARCH REQUEST FORM - page 2 of 3. Record offices may limit the number and type of pages taken into the search room, so pages 2-3 must include your name/address, and a *summary* of your requirements, names, dates, places and sources. If pages 2-3 are incomplete, you pay for the time I spend copying those details from your other correspondence.

Name: _____ **Email:** _____

Alternative email(s): _____

Postal address: _____

- [*Delete this line if it does not suit you*] At your discretion, you may send a report as a **PDF file attached to an email**.
- If the Archives allow it and if it is more convenient than sending photocopies on paper, you may, if you wish, supply me with **digital images** [*delete if unsuitable*] on a **CD** or a **USB thumb drive** or for free **download via the Internet**.
- **If documents would cost more than AUD\$_____ to replace**, send by Registered Post and bill me accordingly.
- A **deposit of** [*amount*] _____ is enclosed as [*circle one*] AUD\$ cheque / money order / cash, or has been paid by [*circle one*] NAB deposit / NatWest deposit / PayPal on [*date*] _____.
- [*Optional*] **Additional expenditure authorised:** AUD\$_____ *in excess of* the above deposit.

Signed _____ **Date** _____

What I want to accomplish: *eg, Find [*specific facts / documents*] for [*name*]; compile a list of descendants of [*name*]; find parents / siblings / living relatives of [*name*]; 'put flesh on the bones' of the family tree.*

Other details I know about the person/s being researched (If relevant, give details of land, education, headstone, criminal record, family stories etc. Continue on the back of this page if necessary, and *attach copies of certificates etc.*)

SOURCES and TIME PERIODS ALREADY SEARCHED, with or without success (*be very specific; include **record office source numbers**; continue on the back of the page if necessary*): record office, record type/title/location#, series/item ID, date range searched; *or for published indexes*: author, title, index entry, meaning of index codes, title/repository of source that was indexed.

