



Branches and Roots

RESEARCH SERVICES AGREEMENT

I, _____, ("Client"), would like to contract Branches and Roots, LLC. ("Branches and Roots" or "Genealogist") for _____ hours of genealogical research, at a rate of \$45 per hour.

1. I will provide Genealogist with specifics of the research to be done, or a summary of the problem with which I need help, as follows (attach computer printout if preferred):

2. I will provide to Genealogist any reports, summaries of previous research, copies of records, notes on sources previously searched, and any other information that has bearing on the research I have contracted Branches and Roots to perform for me. These may include, but are not limited to, family group sheets, ancestral charts, places lived, religion, and other information on my ancestors and their siblings. I understand that research on these collateral lines can result in information about my direct ancestors that may appear in other records.
3. Branches and Roots reserve the right to duplicate some research already accomplished if Genealogist feels the attending conclusions or that research are incomplete or incorrect.
4. I understand that most research projects exceed ten (10) hours. This allows for (a) review of previous research, (b) construction of a research plan, (c) evidence collection, (d) analysis of collected evidence, and (e) accurate and precise research reporting. Fewer than five hours of research time is highly unlikely to yield effective results. Ten or more hours of research is recommended for most research goals.
5. A deposit of 20% of the total commissioned project fee will be required. Research will not be schedule until the deposit has been received. The deposit will be entirely applied toward the research fees.
6. Reimbursement of out-of-pocket expenses including photocopies will be charged at cost, in addition to Genealogist hourly research rate noted above.
7. Travel time isis charged the hourly rate. Any travel outside of regular repositories (Cuyahoga County) will be charged mileage at the current U.S. rate (\$0.545 per mile).
8. The genealogist will contact Client if the need for more work is necessary to complete the goals the Client has established, and will proceed only if Client authorizes additional work and payment by telephone, mail or e-mail.
9. Any outstanding balance will be due at the conclusion of the research project. The final research report will be delivered only after the balance has been paid.
10. At the discretion of the Client, an additional deposit may be made. Any unused funds of any such additional deposits received subsequent to the initial 20% deposit will be returned to the client.
11. When Genealogist performs research, Client becomes the owner of that research. Branches and Roots retain the copyright to the report. Branches and Roots reserve the right to publish portions of it, giving Client the credit for underwriting the research. In addition, information Client supplies to Genealogist that is not a matter of public record will be held in confidence.

12. Branches and Roots retain the copyright to the report and the manner in which Branches and Roots has expressed the information in it. The client may make a limited number of personal copies as a “fair use” of the copyrighted report, but Client agrees that Client will not otherwise publish, post on-line, or make multiple copies of the report without Branches and Roots written permission. Client agrees that if Client makes limited distribution of any anything that includes Genealogist’s research, in whole or in part, Client will report it accurately and credit Genealogist as the source.

The hourly research rate is \$45 per hour. This includes construction of a research plan, evidence collection and analysis, and accurate and precise research reporting.

The research report, including copies of all evidence, will be provided digitally in PDF format, via online delivery. All evidence will be included as high-resolution (300 dpi) scans. If paper copies are desired in addition to the digital copies, additional charges will apply.

SIGNATURE

DATE

MATTHEW T. HOUT-REILLY

DATE

Branches and Roots, LLC. Mission Statement

- Perform careful, accurate and documented genealogical research to fulfill the client's stated goals.
- Utilize the highest technology and most extensive means of acquiring genealogical data within my reach, assuring the best results for your family history.
- Deliver the best quality professional reports that will become treasured family documents in themselves.
- Maintain client satisfaction through quality workmanship and reasonable costs.
- Keep myself accessible to the client at all times.