



*GardnerHaven Genealogy*

[www.gardnerhaven.com](http://www.gardnerhaven.com)

[Person's Name]

[Person's Contact Information]

Dear [Person],

The following is a Letter of Agreement that outlines the terms of my services. Please read it carefully and sign and date at the bottom if you are in agreement. If you have any questions or concerns, please feel free to contact me.

### **Letter of Agreement**

This letter of agreement is between Heidi Gardner, doing business as GardnerHaven Genealogy, herein referred to as "Genealogist" and [Person], herein referred to as "Client." This agreement is intended to be a contract between Genealogist and Client for professional genealogical research.

#### **Genealogist Responsibilities:**

Genealogist will perform 10 hours of research for \$350 to try and identify the parents of John Doe and the place John's father came from in Ireland. Genealogist will utilize records available online, at the FamilySearch Library in Salt Lake City, and any records that can be reasonably obtained electronically or by mail. Genealogist will not travel more than ten miles to obtain records.

Genealogist will work as an independent contractor in accordance with the prevailing standards of the profession and in accordance with the standards of The Board for Certification of Genealogist as set forth in their publication *Genealogical Standards, Second Addition Revised*. Genealogist will also adhere to The Board for Certification of Genealogist's Code of Ethics.

Genealogist will review and analyze existing research and documentation as provided by Client. Genealogist will formulate a research plan, execute said research plan, and provide a final research report in PDF and Word format as email attachments as well as a paper copy. The report

will include citations for each source used, images and/or transcriptions of each document, analysis of documents, and the Genealogist's conclusions derived from said documents. The report will also include suggestions for further research.

Genealogist gives Client permission to use the research report as described in the Client Responsibilities section of this agreement.

**Client Responsibilities:**

Client will provide Genealogist with any previous research and documentation. Client will pay Genealogist \$175 before Genealogist begins any review of documents and/or any research. After five hours of analysis and research, Genealogist will provide Client with a short progress report. Client will pay the remaining \$175 for the additional five hours of research, analysis, and report writing.

Client acknowledges that, while Genealogist will make all efforts to achieve the desired objectives, all genealogical problems are subject to the availability and accuracy of records, and there is no guarantee that the problem can be solved.

*Client understands that Genealogist retains copyright ownership of the research report and therefore has the right to determine its distribution and use.* Client agrees to not make any changes to the research report when posting it online or giving copies (whether electronically or in paper form) to others. Client also agrees to give credit to Genealogist if posting or publishing any information taken from the report, including findings and conclusions, that are not a matter of public record, and Client agrees not to change any verbiage of said information.

I, \_\_\_\_\_, the Client, agree to the terms of this Letter of Agreement.

\_\_\_\_\_ Date \_\_\_\_\_

I, Heidi Gardner, doing business as GardnerHaven Genealogy, agree to the terms of this Letter of Agreement.

\_\_\_\_\_ Date \_\_\_\_\_