

Franklin Co. Genealogical & Historical Society
GENEALOGY SEARCH REQUEST

NAME: _____

ADDRESS: _____

PHONE: _____ **FAX** _____

E-MAIL: _____

Please, provide the following information, either on this form or on attachment sheet(s):
NAMES/NAMES to be researched (in order of priority):

RESEARCH GOAL (S):

LIMITATIONS (time, collateral lines, historical period, etc.):

FAMILY INFORMATION: To avoid being charged for duplicate work, please provide whatever information you have already compiled on the person or family to be researched. This should include family group sheets, ancestor/descendant charts, religious affiliations, known places of residence, date and places of birth, marriage, death and any other significant life events, sibling information, etc.

RECORDS: include copies of records you have found (census, land, church, vital records, etc.).

AGREEMENT: enclosed is a check for \$ _____ for a ____-hour research block. Additional ____ hours are authorized. Balance for additional time and/or reimbursable expenses are payable upon completion of the research. It is understood that time leading to negative finding is also charged. I also hereby give permission for the use of research finding in lectures, published materials and our public files where someone researching the same surname can see it.

SIGNATURE:

DATE:

Due to our library collection moving to the Columbus Metropolitan Library our volunteer will research in the following; Columbus Metropolitan Library, Ohio Historical Society Library, Franklin County Court House and Franklin County Genealogical and Historical Society.

SERVICE AND FEES

Research Service Includes

- Review of information provided by client
 - Formulation of work plan
 - Research and analysis
- Written report of finding, including negative findings
 - Recommendations for future research
- Copies, Transcriptions, or abstracts of documents, as appropriate
 - Evaluation of documents

Retainer Fee

\$15.00 member, \$25.00 non-member
one hour minimum, payable in advance
other charges will be billed upon completion

Hourly Fee

Research time includes travel, telephone and e-mail consultation with client.
Negative finding and unsuccessful searches are charged.

Reimbursable Expenses

Mileage, parking fees, additional photocopies (over 5), postage, long-distance telephone calls and faxes, microfilm rental and any other incidental expenses,
Travel expenses at the rate authorized by the IRS