

Wayne Research, Authorization for Services
Debbie Parker Wayne, Certified Genealogist (SM)

I, _____, known in this agreement as Client, enclose a check or money order payable to "Wayne Research" in the amount of \$_____(\$U.S.) to authorize research or computer services to be performed by Debbie Parker Wayne, known in this agreement as Genealogist. Client authorizes Genealogist to conduct this service on his/her behalf for an amount not to exceed \$_____ (time and expenses), with any outstanding amount to be paid in full before delivery of research report. The objective of this service or research project is:

All **pertinent information** Client has on this research subject **will be provided** to Genealogist before start of the project to prevent duplication of work previously done by others. This includes reports, summaries of previous research, copies of records, notes on sources previously researched, family group sheets, pedigree charts, etc.

Genealogist will provide a detailed report covering services performed. For research services this includes **citations for sources checked during the research, analysis of findings, and an itemized report of the time used and expenses incurred.** For computer services this will include tasks performed and final product such as electronic files, as required. Research will not be started until after receipt of payment and authorization.

The research costs will be charged as follows: \$45.00 per hour, including review of information supplied by Client, preparation of a detailed research plan, research, analysis and interpretation of findings, and report preparation, PLUS cost of microfilm rentals, photocopies, long distance phone charges, postage, parking at research facilities, travel, and other necessary expenses. **Balance in full is due before the final report is sent. Balance of unused fee, if any, will be returned along with the final report.** When the authorized maximum has been reached or the objective has been reached, Genealogist will provide the report. Additional research can be authorized by agreement and payment of additional fees.

Genealogist will perform this work as an **independent contractor** in accordance with prevailing standards in the profession, including adherence to the Code of Ethics and Conduct of the Board for Certification of Genealogists (BCG). If the parties are unable to agree on any matter arising out of this contract, the issues shall be submitted to the arbitration process of BCG. The finding of the arbitrator shall be final, permanent, and binding on both parties.

The research report is a proprietary report compiled solely for the Client. Client may make personal copies of Genealogist's report as a "fair use" of the copyrighted material. Client use of the facts within the report are entirely at his/her discretion; however, the analysis and opinions expressed in the report remain intellectual property of Genealogist and, when cited or quoted, must cite her as the author and must be quoted precisely. **Client specifically grants permission to Genealogist to use the report and related files from this research for application or renewal purposes to BCG.** Client may give permission for the records found to be used in articles and educational activities by the Genealogist. Information provided by Client shall be held confidential, unless authorized in writing or compelled by a court.

Client understands there are no guarantees regarding what information, if any, may be found or what conclusions may be drawn from it and that no prediction can be made of the exact time needed to research the problem.

Signature of Client: _____

Print Client's Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

e-mail: _____

Today's date: _____

Genealogist: _____

Debbie Parker Wayne,
PO Box 397, Cushing, TX 75760-0397
debbie@debbiewayne.com

Signature of Genealogist:

Date signed:

Check no:

Date processed:

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