



Branches Genealogy
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Client Information

Name:

Date: / /

Address:

Phone Numbers:

Email Address:

General surname associations:

General locations and regions associations (counties wherever possible):

Family stories or legends, even if unsure of accuracy or origin:

Genealogy Research

I, _____ hire Branches Genealogy to conduct research into my family history. I agree that I will obtain as much information regarding my family prior to it's beginning the research. This prevents a duplication of efforts and therefore reduces the overall cost of my end product. I realize that every family is different and it may take more or less time to find a generation for one person's family compared to another family. I understand and agree to the \$75 retainer fee. This fee applies to initial data entry, supplies, and copying costs. I also

understand that research and analysis is conducted at a fee of \$50 an hour. There are additional fees for travel outside the Chattanooga, Tennessee area at the hourly rate.

Branches agrees to provide a detailed report, covering all sources checked during the research, with analysis and a detailed report of time consumed and expenses incurred. The report will be mailed to the client listed below, in a reasonable time frame, not to exceed 90 days, unless otherwise advised. The time commences with the deposit of the retainer by the researcher and all independent research is submitted to the researcher. At the end of research, Branches will provide a comb-bound book containing research and sources. When at all possible, a copy of the original source will be included. Original or certified copies can be obtained upon request. Additional books may be requested by the client for \$20 a copy.

Portfolios

Also available are three portfolios:

The Deluxe portfolio is printed on 24lb linen paper and contains all research reports and sources for approximately \$60.

The Heirloom portfolio is an upgrade to the Deluxe. It comes in a hardback vinyl bound book and contains photos provided by the client. It is also printed on 24lb linen paper and is approximately \$80.

The Family History Scrapbook contains basic family data and photographs in a scrapbook format. This book does not contain all of the research included and is great for families that have a lot of family pictures. It is printed and bound in a vinyl hardback book. It is approximately \$100.

Photograph Restoration

Photograph restoration is available to enhance old or damaged family photos. The client is required to provide a digitally scanned image at a resolution of at least 600dpi. Fee for this

Client _____

service includes the restoration and a 5x7 of the photo plus the digital copy. Minor Restoration is \$15, Moderate Restoration \$30, Extensive Restoration \$50.

I hereby agree to contract for research at \$50 an hour. I wish to be contacted following every _____ hours of research for further direction.

I wish to purchase the _____ portfolio for \$ _____.

I wish to have additional services as described:

I have enclosed a retainer of \$ _____.

The Tennessee sales tax rate of 9.25% will be added to all charges.

Client Signature

Date

Branches Signature

Date