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 charges 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 placed 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).

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.
Due to our library collection moving to the Columbus Metropolitan Library our volunteers’ 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 abstracted 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 searched are charged.

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

Please note: we will pro-rate research fee in increments of 15 minutes.

Please mail contract and remit payment to:
Franklin County Genealogical and Historical Society 96 S. Grant Ave. 3rd Floor
Columbus, Ohio 43215