

## Contract

Enclosed is a check payable to "Cynthia Turk" in the amount of \$\_\_\_\_\_ (\$U.S.), for half the hours requested (5 hour minimum) as a retainer. I ("Client") engage the genealogical services of Cynthia Turk ("Researcher"), 39165 Johnnycake Ridge Road, Willoughby, OH 44094-7951, and I authorize her and her associates to conduct genealogical research on my behalf, for an amount not to exceed \$\_\_\_\_\_ (time and expenses), as per my instructions (state in detail on a separate page). I have provided to Cynthia Turk, all pertinent information and copies of documents in my possession on the subject to be researched. Client acknowledges that Researcher can make no guarantees regarding what information, if any, may be found, although every reasonable effort will be made by Researcher to find the desired information within the time allotted by Client.

Cynthia Turk agrees to provide Client a detailed report or affidavit covering all relevant sources relied upon during the research, with analysis, and a detailed statement of time consumed and expenses incurred. The report or affidavit will be mailed to the person whose name and address appears below within a reasonable amount of time of receipt of the retainer and fees due the Researcher. Client gives Researcher permission to submit such report and related files for renewal purposes to the Board for Certification of Genealogists. Researcher retains the right to use the work for other purposes such as articles, books or lectures. Reports and documents may be deposited by Researcher at a later date at a research repository for others' use, unless this sentence is crossed off by Client. Researcher will keep confidential client-provided information not publically available that Client specifies as sensitive. Copyright of written materials remains with the Researcher, and may be reproduced only with permission of the Researcher.

The Researcher's work will be charged as follows: *\$40.00* per hour plus out-of-pocket costs including but not limited to photocopies, long distance telephone charges, postage and handling, travel, repository entrance fees, lodging (when reasonable and necessary), and database fees. Researcher shall send Client periodic invoices payable within 15 days of the date of submission to Client. Balance in full is due before final report or affidavit will be sent to Client.

Client authorizes Cynthia Turk to obtain vital records as may be necessary to establish and identify relatives, or next-of-kin and collateral kindred of estate's deceased, or real estate owners who are deceased or missing, or adoptees. A photocopy of this authorization shall have the same force and effect as the original.

Signature of Researcher: \_\_\_\_\_

Date: \_\_\_\_\_

Cynthia Turk

Signature of Client: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_