

*This agreement protects the client in accordance with professional practices suggested in 'Professional Genealogy' by E.S. Mills. Please keep a copy. The fee shown below is subject to change, but won't increase before 30 September 2017.*

**Request for ADVICE – page 1 of 3. POST this (don't email it) to J. Webster, PO Box 5043, Algester QLD 4115**

- **Name:** (PRINT) \_\_\_\_\_ **Email:** \_\_\_\_\_
  - **Postal address:** \_\_\_\_\_
  - **Alternative email** (eg, work, or someone who can contact you) \_\_\_\_\_
- 1) **You may send your report via:** [circle one or more below]  
Australia Post      Email attachment (PDF format)      Dropbox (see <http://www.judywebster.com.au/dropbox.html>)
  - 2) **Payment of \$35** is enclosed, or was paid by [bank deposit or PayPal] \_\_\_\_\_ on [date] \_\_\_\_\_.
  - 3) I understand that this payment covers **up to 45 minutes of your time**, during which you will *analyse* information I supply, *consult* material in your *personal reference library* if necessary, and write a *report* with **advice** on sources or research strategies that may help me with 'what I want to accomplish' as per my explanation on page 2. I understand that this 'consultation' service is for **advice only**, *not* for actual research.<sup>1</sup>
  - 4) **I understand that it is my responsibility to supply all relevant information** in a clear, concise format; to send **photocopies of certificates** if applicable; and to **fill in the family group sheet** (page 3); and that if details and/or source references are incomplete or inaccurate, you may not be able to help me (or time and money may be wasted).
  - 5) I understand that (because you only work part-time, have a backlog of requests and will be away at conferences etc) the **waiting time** for your report could be up to 3 months from the date on which you acknowledge this request.
  - 6) You will not publish any information from my request form and accompanying documents without my written consent. An exception would be brief submissions to correct previously published errors.
  - 7) If I **distribute** to others, or **publish**, any information taken from your report, I will report it accurately and include any qualifiers such as '*probable*' or '*possible*' accompanying a conclusion; and **I will credit your report as the source** thus: 'Report by Judy Webster, <[www.judywebster.com.au](http://www.judywebster.com.au)>, [date], citing [Archives reference]'.
  - 8) **I will not reveal your (Judy Webster's) email address by putting it on the Internet or in a mailing list or newsgroup message.** Instead I will refer interested parties to your Web site or postal address.
  - 9) I may make a limited number of personal copies as 'fair use' of the report, to which you retain **copyright**.
  - 10) The entire agreement between us is contained in this 3-page Agreement plus your formal Acceptance by email or post. This Agreement supersedes all oral and written proposals and all prior communication.

- - - [ *If you do not agree to one or more of the clauses below, DELETE it / them* ]

- Names from my certificates may be added to your Certificates Index to publicise my research interests.
- My postal and/or email address may be given to anyone whom you think is researching the same family.
- I grant permission for the main details of my research to be donated (if you wish) to the Society of Australian Genealogists' Primary Records Collection or a similar repository, at my death or not less than 5 years from today, for long-term preservation. No access restrictions need be imposed unless specified here:

**Signed:** \_\_\_\_\_

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

<sup>1</sup> Requests for actual *research* or *copying* at Qld State Archives must be submitted separately as explained on either (1) the Web page where you found a person's name, or (2) [www.judywebster.com.au/prof2.html](http://www.judywebster.com.au/prof2.html).

**What I want to accomplish:** *use dot points - eg,*

- Find [*specific facts / documents*] for [*name*]
- Find [*parents / siblings / living relatives*] of [*name*]

**Other details I know about the person/s being researched** [Send certificates, & if relevant mention family stories, education, employment, headstones etc. Be clear and concise, because you pay for the time it takes me to read your data.]

**SOURCES and TIME PERIODS ALREADY SEARCHED,** with or without success [*be very specific; include Archives source location numbers; continue overleaf if necessary*): repository, record type/title, ref#, date range searched; *or for published indexes*: author, title, index entry, meaning of index codes, title/repository of source]

