

Send the **SIGNED** and **completed form**, plus **scans, PDFs or printouts of other documents**, either by **email** to **judyqld2@gmail.com** (note the 2), or on paper by **post** to Judy Webster, PO Box 5043, Algester QLD 4115, Australia.

REQUEST FORM – page 1 of 3

- **Name:** (PRINT) \_\_\_\_\_
- **Preferred email:** \_\_\_\_\_
- **Alternative email** if available \_\_\_\_\_
- **Postal address** (optional, in case email fails): \_\_\_\_\_
- **A deposit** of \$\_\_\_\_\_ [\$110 minimum unless otherwise agreed] was paid by [*circle one*] **bank deposit** / **PayPal** on [*date*] \_\_\_\_\_, or is enclosed by post as [*circle one*] AUD\$ cash / money order. If the work costs less than the deposit, the balance will be refunded. [Payment methods are explained on <http://www.judywebster.com.au/payment.html>.]
- [*Optional*]: I authorise you to continue if necessary and invoice me for an *additional* \$\_\_\_\_\_ (in excess of the above deposit), which I will forward promptly on request.
- **I understand that:**
  - You are semi-retired, and although your usual services are listed on <http://www.judywebster.com.au/prof.html>, you occasionally make an exception and agree to do other ("in-depth") research. You only visit record offices in Brisbane about once per month. You add requests to a 'queue', and depending on your workload, it may be up to 6 weeks before I hear from you. If I cancel a request, you will deduct any costs already incurred (your time/expenses or minimum handling charge of \$20) and refund the balance of my deposit.
  - You reserve the right to decline my request after receiving this form (in which case you will refund the deposit). This agreement only takes effect when you email me to say that you received payment and will accept this request.
  - For this request, your **hourly rate** will be AUD\$55 per hour as explained below<sup>1</sup>.
  - Work may be conducted in **stages**. At the end of each stage, you will submit a report with your findings, source citations, and suggestions for further research if indicated. If I delay deciding whether to authorise further research, I will be charged for the time you spend re-acquainting yourself with the facts of the case.
  - If I provide you with *only* a Hotmail, Yahoo or Outlook address, and no alternative email (Gmail, Bigpond etc), your reply or research report may disappear into a 'black hole' or spam/junk instead of going to my Inbox. If I ask you to re-send an email, I will be required to pay for the time it takes you to do so.
- **I understand that it is my responsibility to supply all relevant information** that I hold; and that **if I fail to do so**, work may be duplicated, time and money may be wasted, or relevant material may be missed. I have supplied all available data including a **list of sources already seen or searched**. I understand that if those details and/or source citations are incomplete or inaccurate, you may need to repeat some searches (in which case I will be charged for the time and costs), or you may decide not to accept my request.
- I understand that you will supply **copies of historical documents as digital images for download via your Dropbox** (see <http://www.judywebster.com.au/dropbox.html>) unless I pay extra (<http://www.judywebster.com.au/delivery.html>) for images to be sent on a USB thumb drive. [Record offices no longer supply copies printed on paper.]
- I understand that you can make no guarantees as to what **information** (if any) may be found, or how much **time** may be involved, but you will work as efficiently and economically as possible.
- **I will notify you if my email address changes.** If I fail to do so, funds in my account when you are unable to contact me may be donated to charity.
- You will not reveal my address to anyone, and you will not publish any information from my request without my written consent. An exception would be brief submissions to correct previously published errors.
- If I **distribute** to others, or **publish**, any information taken from your report, I will quote it accurately and include any qualifiers such as '*probable*' or '*possible*' accompanying a conclusion; and **I will credit your report as the source** thus: 'Research report by Judy Webster, [www.judywebster.com.au](http://www.judywebster.com.au), [*date*], citing [*Archives reference*]'.  
Because your (Judy Webster's) email and postal **addresses may change**, I must *not* quote them to others. I will instead refer interested parties to your website ([www.judywebster.com.au/about.html](http://www.judywebster.com.au/about.html)) for your current contact details.
- I may make a limited number of personal copies as 'fair use' of your report, to which you retain **copyright**.
- The entire agreement between us is contained in this three-page Agreement plus your formal Acceptance by email. This Agreement supersedes all oral and written proposals and all prior communication.

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

<sup>1</sup> Some professionals with similar experience/qualifications charge \$100/hour. Fees cover expenses such as Internet access; website costs; electricity; travel to record offices; computer hardware/software; ongoing education; home reference library; etc. You pay for the time it takes me to read/reply to emails; assess your data; plan and do the research; take digital photos; and send images and/or a written report.

**RESEARCH REQUEST FORM - page 2 of 3.** Record offices limit the number and type of pages taken into the search room, so pages 2-3 must include your name/email, and a *summary* of your requirements, names, dates, places and sources. If pages 2-3 are incomplete, you pay for the time I spend copying those details from your other correspondence.

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternative email(s):** \_\_\_\_\_

**What I want to accomplish:** *eg, Find [specific facts / documents] for [name]; compile a list of descendants of [name]; find parents / siblings / living relatives of [name]; 'put flesh on the bones' of the family tree.*

**Other details I know about the person/s being researched** (*Send copies of certificates. Give details of landholdings, education, headstone, criminal record, family stories etc.*)

**SOURCES and TIME PERIODS ALREADY SEARCHED,** *with or without success (be very specific; include **record office source numbers**): record office; record type/title/location#; series/item ID; date range searched; or for published indexes: author, title, index entry, meaning of index codes, title/repository of source that was indexed.*

