

Lincs Ancestry – Terms and Conditions v1.0

1. Fee Structure

My fees are based on an hourly research rate, (currently £25) plus any out of pocket expenses.

The hourly rate includes all aspects of genealogical research, including retrieval and scrutiny of documents, (hard copy or online), analysis, report writing, the production of pedigree charts, quality checks and communication by telephone, email or letter.

2. Research objectives and scope

Before research commences, I will provide a free consultation of up to 1 hour in order to understand:

- The research objectives and scope, (ie: precisely what the client wants me to achieve)
- What the client already knows, either based on family records or as a result of work already undertaken.

Following initial discussions, I will confirm in writing the objectives and scope of the research project and provide an estimate of the likely costs. I will also indicate a projected start date. I require the client's confirmation to proceed in writing before starting the research.

3. Payment

I require 25% of the project fee as deposit in order to secure a research slot.

I will issue an invoice for the outstanding balance upon completion of the final research report which will need settling before the report is issued.

I accept payment in £ Sterling by the following methods:

- Cheque made payable to Ian Newton
- Bank transfer – account details will be provided when payment is requested

4. Confidentiality

Client confidentiality is of the utmost importance to me. Although a lot of genealogical records are in the public domain, none of the information provided by the client or included in the final written report will be shared or discussed with third parties without the client's express permission.

5. Disclaimers

Although will be made to deliver to the project objectives agreed with a client, there can be no guarantee that the requisite genealogical records will be found, either because they were not created in the first place, or because they may not have survived. Neither is it always possible to identify an individual ancestor or family group with certainty, for example because of numerous 'same name' candidates.

In the above circumstances, my fee structure still applies. However, irrespective of the research outcome, all records examined and steps taken to achieve a satisfactory outcome will be reflected in the final written report.