

**REQUEST FORM - p.1 of 3.** POST (don't email) to **J. Webster, PO Box 5043, Algester QLD 4115, Australia**

\*\*\* **NOTE: If your request is for legal or estate purposes, or if it is urgent, please contact me before using this form, as higher fees will apply and I may need to send you a different request form.**

- **Name:** (PRINT) \_\_\_\_\_ **Email:** \_\_\_\_\_
- **Postal address:** \_\_\_\_\_
- **Alternative email** (work, family, Hotmail etc.) \_\_\_\_\_
- **A deposit** of \_\_\_\_\_ [\$100<sup>1</sup> minimum unless otherwise agreed] is enclosed. *Optional (recommended):* I authorise you to continue if necessary and invoice me for an *additional* sum of \_\_\_\_\_ (in excess of the above deposit), which I will forward promptly on request. Unexpended sums are to be [*delete one*] refunded / held in credit.
- Rates for urgent work must be agreed via email. For **non-urgent** requests **postmarked before 31 March 2012**, an **hourly rate** of AUD\$50 per hour will apply until this deposit has been expended (after which higher rates may apply).
- 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.
- This agreement takes effect when you accept this request. I understand that you only work part-time and have a backlog of requests due to your role as a carer, and that (unless I pay a priority fee for urgent work) you may not be able to **commence work** on this request for about eight months; and if you send a preliminary report sooner than that, it may still be about eight months before I receive a second report. If I cancel a request, you will deduct costs already incurred (your time/expenses or minimum handling charge of \$25) and refund the balance of my deposit.
- **I understand that it is my responsibility to supply all relevant information, including photocopies of certificates if applicable; 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 declare that I have supplied all available data including a list of sources already searched. I understand that if the details and/or source references are incomplete or inaccurate you may need to repeat some searches, and I will be charged for the time and costs; and that if I send email **attachments** without obtaining your approval in advance, download fees will apply.
- I understand that restrictions apply to the purchase of some **certificates**, and you will advise me if necessary.
- I understand that you can make no guarantees as to what information (if any) may be found, or what time may be involved, but you will work as efficiently and economically as possible.
- **I will notify you immediately if my postal or email address changes.** If I fail to do so, funds in my account when you unsuccessfully attempt to contact me may be disposed of as you wish (*eg*, donation).
- You will personally conduct research at Qld State Archives. Research elsewhere [*delete one*] may / may not be subcontracted to another researcher of your choosing if you are unable to do it yourself.
- 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.
- 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: 'Research report by Judy Webster, <www.judywebster.com.au>, [*date*], citing [*Archives reference*]'.
- **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.
- I may make a limited number of personal copies as 'fair use' of the report, to which you retain **copyright**.
- 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.
- Permission is granted for the main details of my research to be donated (should you so desire) to the Society of Australian Genealogists' Primary Records Collection or a similar repository, at my death or not less than 2 years from today, for long-term preservation. No access restrictions need be imposed unless specified here:

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

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

<sup>1</sup> For simple requests (*eg*, a will or inquest with known death date or Archives item ID number), email me to discuss a smaller deposit.

**RESEARCH REQUEST FORM - page 2 of 3.** The Archives limit the number and type of pages taken into the search room, so pages 2-3 must include your name/address, 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):** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

- I am [*relationship*] \_\_\_\_\_ of [*name from p.3*] \_\_\_\_\_
- **Purpose of research:** [*delete one*] Family History / Other [*specify*] \_\_\_\_\_
- At your discretion, if the Archives allow it and if it would result in significantly lower costs, you [*circle one*] **may / may not** supply me with **digital images on a CD** instead of photocopies on paper.
- **If no photocopies / documents accompany the report, you may send it via:** [*circle one or more below*]  
1. Australia Post mail      2. Email attachment in Microsoft Word / PDF format
- My **Internet connection** is [*circle one*] 1. Dial-up      2. Broadband / Fast cable
- **If documents would cost more than AUD\$\_\_\_\_\_ to replace,** send by Registered Post and bill me accordingly.
- A **deposit of** [*amount*] \_\_\_\_\_ is enclosed as [*circle one*] AUD\$ cheque / money order / cash, *or* has been paid by [*circle one*] NAB deposit / NatWest deposit / PayPal on [*date*] \_\_\_\_\_.
- [*Optional*] **Additional expenditure authorised:** AUD\$ \_\_\_\_\_ *in excess of* the above deposit.

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

**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** (If relevant, give details of land, education, headstone, criminal record, family stories etc. Continue overleaf if insufficient space here, and *attach copies of certificates etc.*)

**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.

