

1149 Thistle Lane
Lebanon, OH 45036
513-934-0840
dana@treasuredlineage.com

Dana Ann Palmer, CG^R

Professional genealogist (certified) specializing in researching:
Midwestern Research

Services & Fees

Research Service Includes:

- Review of information provided by client
- Formulation of work plan
- Research & analysis
- Written report of findings, including negative findings
- Recommendations for future research
- Copies, transcriptions, or abstracts of documents, as appropriate
- Evaluation of documents
- Translation of documents (optional; additional fee)

Retainer Fee

\$160 for four-hour minimum, payable in advance; other charges will be billed upon completion.

Hourly Fee

\$40 per additional hour for services described above. Research time includes travel and telephone and email consultations with client. Negative findings and unsuccessful searches are charged.

Reimbursable Expenses

Postage, photocopies, parking, long-distant telephone calls and faxes, computer charges, microfilm rental, other incidental expenses; travel expenses at the rate authorized by the IRS.

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Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Please provide the following information; attach additional sheets as necessary

NAME / NAMES to be researched (in order of priority): _____

RESEARCH GOAL (S): _____

LIMITATIONS (time, collateral lines, historical period, etc): _____

FAMILY INFORMATION: To avoid being charged for duplicate work, please provide whatever information you have already compiled on the person or family to be researched. This should include family group sheets, ancestor / descendant charts, religious affiliations, known places of residence, dates and places of birth, marriage, death and other significant life events, sibling information, etc.

RECORDS: Please also include copies of records you have found (census, land, church, vitals, etc.)

AGREEMENT: Enclosed is a check for the initial retainer fee of \$160 for a four-hour research block. Additional _____ hours are authorized. Balance for additional time and / or reimbursable expenses are payable upon completion of the research. It is understood that the time leading to negative findings is also charged. I also hereby give permission for the use of research findings in lectures, published materials, and in the researcher's portfolio submitted periodically to the Board for Certification of Genealogists for renewal of certification.

Signature: _____ Date: _____

"CG" and "Certified Genealogist" are service marks of the Board for Certification of Genealogists, and are used under license by board certified associates following periodic, peer-reviewed competency evaluations. Dana Palmer, Certificate No. 993.