

www.familyhistorydetectives.co.uk



Please print and complete this form and post it to us with the relevant payment to:

Family History Detectives
22 Wychbold Crescent
Birmingham
B33 9SY

RESEARCH SERVICE

APPLICATION FOR SEARCH

PLEASE COMPLETE IN BLOCK CAPITALS

Enquirer's Name: _____

Address: _____

Post Code: _____

Country: _____

Tel: _____

Email: _____

Our Reference: _____

I wish a search to be carried out on my behalf by Family History Detectives. I understand that there can be no guarantee that the search will produce a positive response in every case.

Signed: Print Name:

Date:

SEARCH FEES:

The charge for a search will be calculated at a rate of £25.00 per hour and will include charges for report writing, postage and administration.

Please state how much time you would like us to spend working on your research:

Number of hours requested: _____ (max 5) x £25 = £_____ due

The preferred method of payment is by cheque or postal order made payable to **Family History Detectives**. Please do not send cash in the post.

Please complete the following page to inform us of the research you wish us to undertake and to provide useful information to assist us in the research.

RESEARCH REQUIRED:

What do you hope to find out?

What records do you want searched?

What dates / period do you want us to cover?

To better assist us in our research please provide us with:

- Any relevant facts e.g. specific dates, names and addresses.
- For genealogical enquiries, the name of a specific church or otherwise the name of the district in which the family lived is most important for the use of Parish Registers.
- Name any sources you have already used.

Research Service Terms and Conditions

Family History Detectives (FHD) will take reasonable steps to deliver the information you request in the time you specify. Enquiries will normally be dealt with within four calendar weeks with the possibility of the requested research being carried out over a span of time dependent on the requirement and location(s) involved.

If the information that you have requested cannot be found within the time you specify, we will report back to you. You may then choose either to receive written details of our search so far or to have the search continued. If the latter, you will be asked to advance an additional payment, at the standard rate - you will be able to purchase up to a further two and a half hours work.

Whilst every effort will be made to supply the information requested, there can be no guarantee that the search will produce a positive result in any individual case. In the event that we are unable to provide the information requested, we will, where known, advise you of any alternative sources or repositories that you might research.

At any time you may cancel your order. You will then be entitled to a refund based on the unexpended balance of the time originally requested.

A written report will be sent which will contain a listing of all the sources checked on your behalf and a transcript or copy of the information relevant to your particular enquiry. The charge for the service includes for up to six copies (in total) of individual records. FHD provide the material set out in any report and any other information in good faith but accept no liability for any errors or omissions in the report or the research provided.

The material provided is for personal use only and may not be used for commercial purposes. In the event that you require research for commercial purposes please contact enquiries@familyhistorydetectives.co.uk