



ProGenealogists, Inc.  
 PO Box 900188  
 Sandy, UT 84090-0188  
 801-596-3230 – office  
 801-596-3380 – fax

## Ancestry Research Order Form

We look forward to researching your family history for you! Please fill out the below form as completely as you can. This form will give us the information to get started. More specific information will help us find your ancestor more efficiently. Print this form and send it with your deposit in full via postal mail. A professional genealogist will contact you to discuss your research in more detail upon receipt of your payment. All identifying data that you submit on this form will remain private.

About the Family to be Researched		
With which family line would you like us to continue research and document?		
Please explain your goals for this research session (i.e.: extend the ancestry, document the couple and their children, etc.)		
Please select retainer size ( <b>circle one</b> ): <i>Deposit in full is required</i>  RUSH rates available. Please telephone us for more information.	<b>United States</b> 10 hours U.S. - \$600 20 hours U.S. - \$1200 30 hours U.S. - \$1800 ____ hrs (10 hour min.)	<b>International</b> 10 hours Intl. - \$650 20 hours Intl. - \$1300 30 hours Intl. - \$1950 ____ hrs (10 hour min.)
You may request a specific genealogist to work on this project.	Name of Requested Genealogist (if any)	
Your Contact Information		
Full Name:		
Mailing Address:		
City, State and Zip:		
Country:		
Telephone:		
E-mail:		
You will be contacted upon receipt of your deposit.	How do you prefer to be contacted ( <b>circle one</b> )  Email                      Letter                      Telephone	

<b>Credit Card Payment – VISA, MasterCard, AMEX, or Discover</b>	
Card Number:	
Expiration Date:	
<p><b>NOTE:</b> Address on your credit card statement must match the mailing address you listed in the form above. If not, please note the mailing address listed on your credit card statement in the box to the right.</p>	

**General Information:**

Research sessions are handled in the order that the retainer is received. Sessions are often completed in 8-12 weeks from receipt of retainer. However, there are times that research may extend past 12 weeks pending receipt of outside correspondence or availability of resources. In case of any delay longer than 12-weeks, you will be notified. RUSH research is completed within 4 weeks or sooner, as negotiated. We guarantee thorough and detailed work, but no genealogist can make guarantees about the number of ancestors that can be added to your family tree. Every family is unique. Research success depends upon many factors: the common occurrence of the surname, the time period in which the couple lived, the status of records availability, and the geographic region in which the family lived. Because you are purchasing a genealogist's time and expertise, and not a tangible product, your prepaid research fee is NON-refundable.

**Billing:**

*Prepayment of the retainer is required in full, and by check, credit card or money order in United States funds.* Your retainer will be held in escrow until completion of the research session. Upon completion, all hourly research costs will be deducted from the deposit. Photocopy costs, postage and handling, long distance phone calls, certificate fees and correspondence costs are billed to you at the conclusion. Photocopies are \$.30 (thirty cents) each, domestic phone calls are billed at \$.15 (fifteen) cents per minute, overseas phone calls are billed at \$.25 (twenty-five) cents per minute, and postage and handling fees are \$6.00 for USPS 1st Class or Priority Envelope, \$10.00 for USPS Priority Box, \$12.00 for USPS Global Priority Envelope. For "Next Day" or Express, and FedEx shipments, the fee is cost of postage plus \$2.00 handling. Other billed expenses will include on location sub-contracted research services and county, state or country fees for vital records certificates. You will be contacted for authorization if these costs might exceed 10% of your pre-paid deposit.

**Past Due Accounts:**

If and when accounts are over 30 days past due, the account balance will be billed interest and finance charges in the amount of 1 and ½ percent per month until the balance is paid in full.

**Please include:**

With this form and your retainer, please include a pedigree chart (family lineage) and a family group record for the couple that you'd like us to research. If you have conducted prior research on this family, please include copies of pertinent original records so that we will not duplicate your research efforts. If you have a GEDCOM (Genealogical Data COMMunications) file, it will be of very good assistance to us during the research process. Please consider e-mailing the GEDCOM file to us at [progenealogists@progenealogists.com](mailto:progenealogists@progenealogists.com).

**You will receive:**

Unless agreed otherwise, we'll send you a research calendar that lists all the resources that we examined during the course of research, copies of all original records and abstracts that were found and that pertain to your ancestral family, as well as a research report and summary that describes the results of our work.

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Client Signature Date

Please mail order form, deposit (credit card, check or money order) and family records to:

**ProGenealogists, Inc.**  
 PO Box 900188  
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 (800) 596-3230 – Toll Free  
 (801) 596-3380 – Fax 24 hours