



TERMS AND CONDITIONS

Payment

I charge an hourly rate for research and report writing and the minimum is two hours. A budget or a set number of hours will be agreed in advance. Copies of documents and travel are charged as per my fee structure and will also be agreed with you in advance.

For research under £200 payment must be made in advance; for projects over £200, the deposit is half the amount, with a minimum of £200. Reports will not be sent until the balance in full has been paid. Payment can be made by bank transfer and details will be on our agreement, and on your invoice if not paying in full in advance. Invoice terms are 7 days.

Reports are sent by email. Family tree packages have postage included in the cost.

Research

A deadline will be agreed once the full amount/deposit is received. If in the unlikely event of there being a delay in completion of my research for you, if a record office is closed for instance, I will let you know.

All time taken to research and write reports must be paid for, even if the results are not as hoped. Sometimes records are lost, destroyed or, from the information they provide, cannot be definitive. This can be disappointing; however, it is potentially useful in eliminating erroneous lines of enquiry.

Please tell me of any research already conducted, otherwise research may be duplicated. If research is duplicated because I was not aware of work previously carried out the research time will still be charged for.

Confidentiality and copyright

All work is carried out confidentially and I will not disclose any details of the work I am doing for you or pass your details on to anyone else without your agreement. I agree to abide by the Association of Genealogists and Researchers in Archives' code of practice. I am registered with the Information Commissioner's Office as a Data Protection Controller (Registration Number: ZA762426).

All reports are copyright of Helena Sanderson: Adventures in History and must not be passed on or published without permission.