



Rettammel Genealogy Service, LLC

Client Service and Fees Form

Bob Rettammel is a professional genealogist specializing in research of records for the purpose of assisting clients with obtaining quality source information for reliable evidence answering research questions. Bob has worked with various clients to research genealogy records through the State of Wisconsin, the Wisconsin State Historical Society, and local society records.

1. Client: Herewith I,

(first name, middle name, maiden name, family name)

(street address)

(city, state, zip code) Or (Foreign City, State, Country)

Would like to contract with Rettammel Genealogy Service, LLC

2. REQUESTED SERVICES: [Please check all applicable boxes]

Authorize the contractor Rettammel Genealogy Service LLC to do the following work (*please check where applicable*):

- ☐ Genealogical Research Project of Family includes all the following work:
 - ☐ Review previous research
 - ☐ Research Plan
 - ☐ Record collection (includes list below and others)
 - ☐ Analysis of records collected
 - ☐ Written report
 - ☐ Assist client on-site at local Wisconsin Historic Library or Archive (Wisconsin Historical Society in Madison, WI)
- ☐ Lookup Record Searches
 - ☐ Vital Records (Birth, Death, Marriage)
 - ☐ City Directories

- ☐ Newspaper Archive searches
 - ☐ Immigration / Emigration research
 - Hamburg passenger departure lists (1850-1934)
 - ☐ Naturalization Records
 - ☐ Declaration of Intention
 - ☐ Naturalization Petition
 - ☐ Land records
 - ☐ Plats
 - ☐ Maps
 - ☐ Probate / Court Records
 - ☐ Military records
 - ☐ Church / Synagogues
 - ☐ Grave sites
 - ☐ Civil / Public records
 - ☐ Other _____
- ☐ Consultation and Coaching on topics chosen by customer.
 - ☐ Building a Family/Ancstral Archive including building a genealogy chart(s).
 - ☐ Organize Your Genealogy Files includes all the following work:
 - ☐ Develop a Naming and Number system for Archival and easy retrieval in future
 - ☐ Organizing Your Files
 - ☐ Develop an Electronic File Preservation System = CDs, flip drives, computer files
 - ☐ Backup System with Cloud server (Client choice)

FEES

Hourly Fee

\$75.00 an hour for genealogy services described above. Research time includes time researching and email consultations with client on project.

Reimbursable Expenses: Postage, photocopies, and other incidental fees (parking fees at a library site).

Research Objectives

➤ **Kindly provide a precise description of the Research Objectives (what is your question?)**

(Please use a separate page if necessary or send writeup on what is known):

Objective 1: _____

Objective 2: _____

Objective 3: _____

*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. You can email to bob@rettammelhistory.com or send copies directly in mail.

3. PAYMENT:

Rettammel Genealogy Service accepts the following method of payment; **check(s)** mailed to Rettammel Genealogy Service, LLC: 1618 Rae Lane, Madison, Wisc. 53711 or other on-line options for money transfer.

4. Final Report and Documents (if applicable) shall be made through one of the following methods.

1. e-mail (please provide your email address here)

2. U.S. postal service

3. UPS or other certified parcel service

The applicable postage or shipping fee will be added to the final invoice.

5. AGREEMENT

How did you find out about *Rettammel Genealogy Service*? Thank you.

AGREEMENT:

☐ *I have read the terms and conditions and accept them as part of the agreement.*

_____ (Client Signature)

_____ Dated

_____ # hours to conduct genealogical research at \$75.00 an hour