

## Research Request

### Bill To:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Information Request

Please be as specific as possible in your request. Cite who you are wanting information on, what information is requested and check which resources you would like us to check in. By providing as much information as you know on the ancestor your are researching, it will make it easier for our researchers to find the information that you seek. Please include birth, death and marriage information, if it is available. Attach additional pages to this form if necessary. Our goal is to provide you as much information as we have available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Resources to Search (please check)

- Family Surname Files & Books
- Evans & Stivers — 1900 History
- Caldwell's 1880 Atlas
- Marriage Records Vol I & Vol II
- Thompson's Vol I & Vol II

- Adams County 200 Years
- Adams County 1989
- Wills
- Estate Inventories
- Soldier Burial Records
- Poll Records

- Stephen Kelley's Books/Articles
- Obituaries
- Cemetery Records
- Census Records & Male Enumerations
- Early Births & Deaths
- Court Records
- Internet Research

### Research Fees

Our research fee is \$25 (**non-refundable**), and includes 2 hours of research and up to 20 copies. Additional research hours will be billed at \$10/hour and additional copies at \$0.25/copy. Per your **specific** request, we can also conduct lookups on the computer (i.e., Ancestry, FamilySearch, Fold 3) for those without computer access or memberships to those sites. If your request requires that we go to the courthouse or the health department to research deeds (all Adams County deeds still exist) or other records post 1910, there will be an additional \$10 charge and the cost of copies as charged by the courthouse or health department. This must be discussed and approved prior to us researching offsite.

### Obituary Fees

Obituary Lookup Fees are priced differently for your convenience and savings. All obituaries will be \$3 each.

Your signature below authorizes our researchers to begin research on your behalf at our standard rates. If you have any questions, please contact us.

\_\_\_\_\_  
Authorizing Signature

*Office Use Only:*

Date Received: \_\_\_\_\_

Date Researched: \_\_\_\_\_

Time Spent: \_\_\_\_\_

Bill Sent: \_\_\_\_\_

Payment Received: \_\_\_\_\_

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