

Schedule of Fees and Expenses

1. Standard Fees

Retainer (non-refundable, includes up to 5 billable hours)	\$200
Hourly Rate (time spent on research and analysis, follow-up communications, production of work)	\$40
Printed Reports & Accompanying Documents (up to 20 pages)	\$25
Additional Pages	\$2 / page
Pedigree Charts (digital / 8 1/2" x 11" printed)	\$5 / \$10
Large Format Pedigree Charts & Lineage Posters	\$75+
Creation of Digital Family Tree (requires client subscription to Ancestry.com for access)*	\$100

*Digital family tree will be populated only with people and facts that were proved in the course of the research. Tree will be created in a software program and provided to the Client in a GEDCOM file format that can be uploaded to Ancestry.com (or other genealogy websites and software programs). Client, through their own online subscriptions or software licenses, will have access to view and edit their tree. Genealogist assumes no responsibility for the accuracy of any modifications to the content in the tree after it is given to Client.

2. Expense Reimbursement

Client agrees to reimburse Genealogist for the actual cost of expenses incurred up to the amount designated in the engagement letter and/or contract for services. Expenses include, but are not limited to:

- a) Photocopies
- b) Certificates or other records provided by government agencies or other repositories for a fee
- c) Fees for locating records charged by government agencies or other repositories
- d) Parking fees
- e) Mileage at \$0.60 per mile for travel outside of a 20-mile radius (up to 100 miles) from Genealogist's address

3. Travel Reimbursement

If, in the course of the research, it is determined that travel to a location further than 100 miles from the Genealogist's address is required to access records and archives that cannot be accessed by other means, Genealogist will provide a written estimate of travel expenses to Client for approval in advance. If approved, Client agrees to reimburse actual travel expenses. If declined, Client acknowledges and accepts the limitations placed on the research as a result.

Travel expenses include:

- a) Air travel (including baggage fees)
- b) Mileage in excess of 100 miles
- c) Car rental
- d) Parking fees
- e) Taxi/ride sharing fees
- f) Accommodations