

**Rettammel Genealogy Service, LLC**  
**Client Service Request Form**

**1. Client:** Herewith I,

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

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(street address)

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(city, state, zip code)

Would like to contract with Rettammel Genealogy Service, LLC (*minimum 4hrs required*)  
 \_\_\_\_\_ hours to conduct genealogical research.

**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 [hourly rate = \$50.00] 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 (i.e., Wisconsin Historical Society in Madison, WI)

**Lookup Record Searches (One-time Request *Only*) [hourly rate = \$25.00]; plus, travel expenses (if necessary at .56 cents a mile from office to location and back).**

- 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 [**hourly rate = \$50.00**]
- Building a Family/Ancestral Archive including building a genealogy chart(s). [**hourly rate = \$50.00**]

**Research Objectives**

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

(Please use a separate page if necessary):

**Objective 1:** \_\_\_\_\_

\_\_\_\_\_

**Objective 2:** \_\_\_\_\_

\_\_\_\_\_

**Objective 3:** \_\_\_\_\_

\_\_\_\_\_

**3. PAYMENT:**

*Rettammel Genealogy Service* accepts the following method of payment; **check(s)** mailed to Bob Rettammel or **Paypal**

**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. Other**

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

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*I have read the terms and conditions [separate form included with initial agreement packet] and accept them as part of the agreement.*