

Annie Halenbake Ross Library  
232 West Main Street  
Lock Haven, PA 17745  
Phone: 570-748-3321  
Fax: 570-748-1050  
www.rosslibrary.org

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

### **Genealogy Work Order**

#### **Client Information**

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

Home Address: \_\_\_\_\_

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

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

Preferred Method of Contact:  Phone (time: \_\_\_\_\_)  Email

---

#### **Disclosures to Client regarding Fees for Services – Review when taking an order.**

1. Base charge for each name queries using quick search methods = \$2.00 per name.  
Quick Search methods: a. Obit Index File    b. Cemetery Index    c. Previous Searches
2. Copy service charges: 10¢ per photocopy    25¢ per computer printout
3. Postage charges: \$2.00 per quick search packet of up to 6 pages.
4. Charges of \$15.00/hour apply to research time beyond quick searching, plus cost of copies and postage.

---

#### **Query Information**

*Name(s) of Person(s) in Question. Include any known/identifying information.  
Submit additional sheets as necessary.*

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

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

DoB & Place: \_\_\_\_\_

DoB & Place: \_\_\_\_\_

Relations (who & how): \_\_\_\_\_

Relations (who & how): \_\_\_\_\_

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

Relation to Client: \_\_\_\_\_

Relation to Client: \_\_\_\_\_