WAGS Research Order Form

Please print as many pages as needed

WAGS Use Only:
Librarian: _____
Date: _____
Cash Amt: _____
CK Amt: _____
CK Num:

Your information

Name:_____

Address:_____

City:_____ **State:**_____ **Zip:**_____

Phone:_____ **E-mail:**_____

Research Fee: Our **minimum research fee is $15.00** for the 1st hour of research and **$10.00** for each additional hour for non-members **($13.00** and **$7.00** for members**).** Photocopying and mailing expenses will be included in the first hour of research. An additional **20 cents per page** will be charged for copies made during additional hours of research. (Research Requests must be **typed** or **clearly printed** using this WAGS Form – an additional letter may be attached to form. **You may type right on the form, print and mail.**)

Research includes In-House and Internet activities. Other suggested resources that can be checked beyond the initial hour:

Visit Cemeteries (Pictures?); Funeral Homes; City Hall; Court Houses; Libraries

If the availability of additional information is indicated after the first hour, we will notify you and you may or may not choose to have us continue at **$10.00/$7.00** per hour. You may give us a limit as to how much you wish to pay. **IT IS ESSENTIAL THAT WE HAVE YOUR EMAIL ADDRESS IF YOU HAVE ONE in order to contact you in a preferred timely manner.**

If you have already researched any of the above resources, please let us know so we don't duplicate your efforts. When we have received the form and your initial payment we will begin the research. Again, we will not go beyond the initial fee without your permission. When the research is complete, we will mail you a final bill.

To assist us in our research we would like you to include a typed/printed of pedigree chart and a typed/printed family group sheet if you have them.

If there is a need to travel out of Wenatchee to neighboring areas there may be additional fees. We will not do this without your consent.

Please provide us any details you want. You may attach additional sheets or letter.

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One hour of research @ $15.00 non-member or $13.00 member. ($10.00/$7.00 for each additional hour)

Enclosed please find a Check/MO/Cash of $_____ for Research Request.

Please sign here for your order, _____

Please send your request and your check/money order to:

Wenatchee Area Genealogical Society (WAGS)
Att'n Research
P.O. Box 5280
Wenatchee, WA 98807-5280

Please make sure you have completely filled out the form with Name, Mailing Address, Email Address, Phone Number (optional).

We are unable to make long distance telephone calls from the WAGS Library phone.

We welcome walk-ins to our library. Use of the library is free except for the duplicating of materials.

We hope that we can be of assistance to you and thank you for your interest in our area.

Any information/material received from the Wenatchee Area Genealogical Society may not be used for commercial use.