



## MILITARY RESEARCH

# HistoryFare Research Fees & Terms

## 1. Contracting Parties

An order is placed between you (the client) and Brian Fare trading under the name of **HistoryFare**. An order is considered placed once it has been received and you have received an acknowledgement email confirming the order has been accepted.

## 2. Promise

HistoryFare clients are offered tailor made research packages suited to their individual needs. This can range from checking a few documents to undertaking a complete research of an individual's service.

A standard search of available record sets relating to the individual will be undertaken and all reasonable efforts will be used to ensure that all relevant information is found.

The searches will include:

- Civil records (birth, marriage, death & census) as required to establishing personal facts
- Service records
- Officers' appointments and promotions
- Campaign medal(s) records
- Gallantry, bravery and other awards records
- Casualty lists and hospital admissions records
- Pension records
- Register of Soldiers Effects
- Prisoner of war records
- Muster Rolls
- War Memorial Registers
- Absent voters list
- War diaries of units and headquarters of relevance
- General search of digitized newspapers & magazines

The facts will be extracted and interpreted to create a narrative report detailing the individual's military story. The report will include the following sections:

- A chronological narrative of the individual's background story prior to joining the military along with details of any immediate family.
- A summary history of his units, covering the period of his service, including illustration by maps and photographs of key actions (for example, when he became a casualty or earned a bravery award).
- A summary of any medals awarded.

- Summary of any war memorials relating to either the casualty or the regiment(s) they served with.
- Appendices attached to the report with copies of relevant record sets.

### **3. Fees**

An initial payment of £25 will be required prior to any research commencing.

The final fee for researching your individual will be a set fee of £25 per individual for carrying out a search of the record sets, interpreting the findings and compilation of the individuals story line.

Only research time is charged and the cost of any certificates required will be charged to you at the current public rate.

Additional charges will be applied where the research requires access to a physical archive or a document that hasn't been digitised. If this is required, your agreement will be sought prior to requesting access.

A discretionary discount could be applied to the final fee where there are gaps in the individual's story due to lack of documented evidence depending on the nature and quality of the findings but typically.

Final payment of the balance will be required before any research story is dispatched to the client.

### **4. Payment Methods**

Details of the payment methods will be advised to the client within the contract agreement email and also detailed on the invoice.

Payment methods include:

1. Direct bank transfer. (Preferred method)
2. Cheque (UK Sterling)
3. Paypal.

### **5. Completion & Delivery**

Following the completion of the individuals report and the payment of the final balance, your report will be sent to you as an e-document (PDF) as an attachment to an email.

Other documents supporting the report will either be in PDF or JPG formats.

Delivery in the form of printed material or by sending the digital documents by post (for example, stored on a memory stick) can be arranged for an additional cost and will be arranged as part of a separate contract.