

# Service Agreement



This Service Agreement is being entered into between [REDACTED] ("Client") at [REDACTED] and Cynthia Maharrey ("Contractor") at [REDACTED]. The Client or Contractor may also be referred to as "Party" or together as the "Parties." This Agreement will become effective upon payment of the deposit.

## 1. Services

Contractor will perform the services ("Services") listed in this Section 1. The Parties acknowledge that their obligations pursuant to this Agreement serve as good and valuable consideration for this Agreement.

### a. Services

Contractor will provide the following services outlined in the Research Proposal: Discover the identity of [REDACTED]'s parents and, if possible, where she was born.

## 2. Compensation

- a. All monetary amounts referred to in this Agreement are in USD (US Dollars).
- b. Payment of the deposit conveys the Client's intention to follow through with the project and allows the Contractor to confidently schedule the first two hours of research outlined in the Research Proposal(s).
- c. The Hourly Research Rate is commensurate with the Contractor's education and experience. The time and telephone or mail communication with the Client beyond introductory initial consultation, e-mail agreement questions, progress reports and follow-up conversations are charged at the hourly rate.
- d. The Contractor advises the Client to anticipate reimbursable expenses of up to \$[REDACTED], depending upon the project. Reimbursable expenses include postage, photocopies, microfilm rental, printing from microfilm, shipping fees, repository fees, computer charges, telephone usage at the current IRS rate and other incidental expenses. The Contractor will seek the Client's approval for each reimbursable expense anticipated to exceed \$[REDACTED].

Deposit: \$ [REDACTED]

Hourly research rate: \$ [REDACTED]

The Contractor advises the Client that negative findings and unsuccessful searches are common. Results are not guaranteed and there is no way to predict what is available or to conducting the research.

### 3. Payment

- a. The Deposit (\$ [REDACTED]) is due upon execution of this agreement.
- b. The outstanding amount (to the minimum of the deposit) of the invoice is due upon receipt of or submission of which is one of the deliverables.
- c. Unless otherwise stated, all payments must be made by credit card to:

[https://venmo.com/\[REDACTED\]](https://venmo.com/[REDACTED])

or

[https://www.paycom.com/\[REDACTED\]](https://www.paycom.com/[REDACTED])

### 4. Penalties for Late Payment

Late payment will trigger a penalty fee of % per month on the amount outstanding.

### 5. Relationship of the Parties

- a. **No Exclusivity.** The Parties understand that this Agreement is not an exclusive arrangement. The Parties agree that they are not entering into any similar agreements with other parties.
- b. **Independent Contractors.** The Parties to this Agreement are independent contractors which means there are no strings attached. Neither Party is an agent, representative, partner, or employee of the other Party.

**6. Ownership of Intellectual Property**

- a. All intellectual property and related material (the "Intellectual Property") that is conceived, developed or produced under this Agreement will be the property of the Contractor. The Client is granted a non-exclusive limited-use license of this Intellectual Property.
- b. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusive to the Contractor.

**7. Autonomy**

The Contractor will have full control over working time, methods and decision making in relation to provision of the Services in accordance with the Agreement. The contractor will work autonomously and at the direction of the Client. However, the Contractor will be responsible to meet any needs and requests of the Client.

The signatures of the parties signify their acceptance of the terms of this agreement.

\_\_\_\_\_  
[Client's name]

\_\_\_\_\_  
Syrifa Alirey

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*from a finished project*