

**Aevum Archives and Research Services**  
**Victoria, BC • Ph: 250-385-6838 • Em: aevum@telus.net**

RESEARCH SERVICE INFORMATION

**1. AGREEMENT:**

- Research services will be provided under a written Agreement approved by both the Research Agent (aka Researcher) and the Client.
- Modifications may be made to the Research Service Agreement and become effective when placed in writing and agreed to by both parties.
- Correspondence via email may serve as the Agreement and/or amendments, where considered appropriate by the Research Agent.

**2. THE RESEARCH AGENT:**

- WILL PROVIDE the Client with research services as outlined in the Agreement. Typical services include searching for, interpreting, copying, compiling, and reporting on documents, data and information;
- WILL RECORD tasks completed under the Agreement and report progress when requested by the Client;
- WILL FORWARD all relevant accumulated data, information and sources to the Client upon completion of the research and in the manner outlined in the Agreement;
- WILL TREAT AS CONFIDENTIAL any Client information that becomes known to the Researcher as a result of either the research or the relationship between the Researcher and the Client;
- WILL REMAIN INDEPENDENT and not be considered an employee or agent of the Client;
- CANNOT GUARANTEE the success of searches for specific documents, data or information.

**3. THE CLIENT:**

- WILL PROVIDE the Researcher with a clear statement of needs, as well as background information and details relevant to the research;
- WILL AGREE that the Researcher may acquire document copies necessary to aid the research process, without specific approval of the Client, to a maximum of \$5.00 Cdn (this cost is charged to the Client and the copies become the property of the Client);
- WILL AGREE to the prompt payment of financial accounts pertaining to the agreement.

**4. FEES and PAYMENT:** For providing the stated services, the Client will pay the Researcher as follows :

- \$40.00 (Cdn funds) for the first hour or portion thereof, paid in advance;
- Subsequent time is charged at \$20.00 per half hour or portion thereof;
- There is no charge for the initial consultation;
- Payment is due regardless of the findings or outcome of the research;
- A maximum value of the Agreement may be specified;
- Fees include travel costs to the research site/s. In the case of the BC Archives and other central Victoria repositories, travel costs are negligible;
- The Client is responsible for all costs related to print-outs, reproductions, certification, shipping and handling , PayPal fees and other items noted in the Agreement;
- Payment is submitted to the Researcher by the Client within fourteen (14) days of receipt of Researcher's invoice and in the manner agreed to (cheque, money order, PayPal).