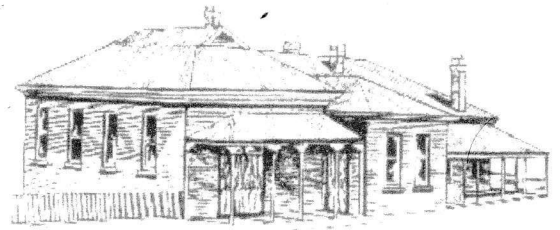


**BEGA VALLEY GENEALOGY SOCIETY INC.**  
**ABN 65840343603**

**Vice Presidents:** Mrs. Suzanne Voytas (02)44763976  
Mrs. Lynette Ryan 0408659332  
**Secretary:** Mr Michael Harrison (02) 64920321



Old Pambula Court House & Police Station  
Library & Research Centre  
Corner Toalla & Monaro Streets, Pambula  
Postal Address: PO Box 19 Pambula NSW 2549  
Email Address: begagenealogy@bigpond.com

Dear

With reference to your recent request for research assistance regarding \_\_\_\_\_

The fee for research assistance is as follows;

1.
  - a. An initial Search Fee per Surname of \$25.00 for the first five (5) hours or part thereof, with copying and postage fees added. Thereafter, a charge of \$5.00 per hour or part there will apply.
  - b. No additional costs will be incurred without your consent.
2. The initial Search Fee per Surname is to be paid either by cheque payable to Bega Valley Genealogy Society Inc or by Direct Deposit to the Society's bank account;-  
Bega Valley Genealogy Society Inc  
BSB: 633-000  
Account: 141000307  
Reference: your surname/ subject's name
3. Research will be confined to the records held by the Society, however other resources will be listed for you to follow through with.
4. Fees are payable regardless of the search achieving a positive or negative result.

If you agree with these fees and conditions, please clearly set out your request and provide details of other documents that you have already accessed, such as birth, death and marriage certificates, archival records and newspaper articles. This will save doubling up on records and in the long run time and money.

We look forward to your reply and the opportunity to assist you with your family history research.

Regards,

Suzanne Voytas  
Research Officer