

# BUILD MY TREE

## Terms & Conditions

### Confidentiality

All work is carried out confidentially and no disclosure of any details of the research being carried out will be passed on to anyone else without your agreement. I agree to abide by AGRA's (Association of Genealogists and Researchers in Archives) [Code of Practice](#).

### Reports

At the end of agreed research time a full, accurate, clear and concise report will be produced. This will identify search parameters, documents examined (including full source citations), explanation of these sources and documents, analysis, outcomes and next steps.

This will be issued on receipt of final payment.

### Research

In carrying out research there is no guarantee that the research will be successful and this can be for a number of reasons: records may have been lost or an ancestor may have deliberately tried to conceal their identity. If, after starting a family tree package, it becomes clear that records cannot be found, I will discuss with you other options for research or refund the amount less the research already carried out.

With research in archives, sometimes the outcome is that no matching records can be found and while this is disappointing it can also be useful in eliminating a particular line of enquiry. However, even if the research yields no results, the time taken to carry out the research must be paid for. I need to be aware of any research already carried out, otherwise research may be duplicated.

Sometimes research uncovers information which might upset the client. Although results of a delicate nature will be presented in a sympathetic manner, Build My Tree is not responsible for the type of information contained within the sources used.

### Copyright

All reports and drop line pedigrees charts maintain copyright to Build My Tree. Any further publishing in part or whole must be agreed prior to publishing.