

# G.Cole Genealogy

UK-BASED PROFESSIONAL RESEARCH

## Fee Structure & Service Packages

*Tracing your family history with care, precision & expertise*

### Hourly Research Rate

Standard Hourly Rate  
**£35 per hour**

*Minimum 2-hour booking*

**What's included per hour:**

- Active research time (archive, online, library)
- Document retrieval & interpretation
- Correspondence with record offices
- Progress notes for your file

*Expenses (travel, certificate fees, archive admission) are charged at cost and itemised separately on your invoice. A detailed time log is provided with every bill.*

### Research Packages

All packages include a free 20-minute introductory call, a written brief confirming scope, and a full digital copy of all findings. Packages may be upgraded mid-project.

#### Starter Package

**£75**

*Perfect for those who are just beginning to explore their family history and need help getting started.*

- ✓ Up to 2 hours of professional research
- ✓ Focus on one specific question or family line
- ✓ Search of key online databases (Ancestry, FindMyPast, FreeREG)
- ✓ Summary report (up to 2 pages) with sources cited
- ✓ Digital copies of up to 5 key documents found
- ✓ Recommendations for further research

## Family Portrait Package

**£195**

*Ideal for clients who want a solid 3–4 generation family tree built with verified records.*

- ✓ Up to 6 hours of professional research
- ✓ Three to four generations traced (typically great-grandparents to present)
- ✓ Searches across GRO indexes, census records, parish registers & wills
- ✓ Formatted family tree diagram (PDF & editable GEDCOM file)
- ✓ Detailed research report (up to 8 pages) with full source citations
- ✓ Digital copies of all documents discovered
- ✓ One follow-up email Q&A; session included

## Heritage Deep-Dive Package ★ Most Popular

**£395**

*Comprehensive research across multiple family lines with a narrative family history write-up.*

- ✓ Up to 12 hours of professional research
- ✓ Five or more generations traced across up to two family lines
- ✓ Searches of civil registration, church records, census, military, land & probate records
- ✓ Extended family tree diagram (PDF & GEDCOM)
- ✓ Full narrative family history report (up to 20 pages) — suitable for sharing
- ✓ Digital archive of all source documents
- ✓ Certificate ordering service (birth, marriage, death) — certificates billed at cost
- ✓ Two follow-up email sessions and a 30-minute review call

## Bespoke / Ongoing Retainer

**From £550**

*For those with complex research needs, ongoing projects, or who require specialist access to archive collections.*

- ✓ 20+ hours of dedicated research — scope agreed in advance
- ✓ In-person archive visits (e.g. The National Archives, county record offices)
- ✓ Specialist research: DNA analysis consultation, emigrant tracing, military & colonial records
- ✓ Quarterly research updates with full documentation
- ✓ Priority turnaround and direct phone access
- ✓ Full research dossier on completion, including bibliography and methodology notes
- ✓ Ongoing retainer option: discounted rate of £30/hour billed monthly

## Individually Priced Add-Ons

Service	Price	Est. Time
Certificate ordering & interpretation (per certificate)	£8 + cost	1 hr
DNA results consultation & ethnic breakdown review	£45	1.5 hrs

One-name study / surname distribution mapping	£55	2 hrs
Newspaper & obituary archive search	£30	1 hr
Translation of Latin or old English records	£40	1.5 hrs
Memorial / graveyard visit & photo (local area)	£25 + travel	N/A
Printed & bound report (A4, colour)	£18	N/A

## Expenses & Disbursements

All expenses are charged at actual cost — no markups applied. Clients are notified before any expense over £10 is incurred. A full itemised breakdown is included with every invoice, supported by receipts on request.

### Travel

Travel Type	Rate	Notes
Car mileage (personal vehicle)	45p per mile	HMRC approved rate
Train / coach / bus fares	At cost	Standard class only
London Underground / TfL	At cost	Receipts provided
Taxi / rideshare (where necessary)	At cost	Pre-approved by client
Parking charges	At cost	Receipts provided
Overnight accommodation (archive trips)	At cost	Budget hotel; pre-agreed
Archive / museum entry fees	At cost	e.g. TNA reader ticket

*A travel estimate will be provided in the initial brief for any project requiring an in-person archive visit. Day trips within 30 miles of the researcher base are included in the Bespoke package.*

### Printing & Document Production

Item	Price	Notes
Black & white printing (per page)	25p per page	Internal documents
Colour printing (per page)	30p per page	Reports, tree charts
A3 colour family tree chart (unbound)	£3.50	Printed to order
Report binding (comb/wire, A4)	£4.00	Includes cover sheet
Report binding (softcover professional)	£9.00	Printed cover, laminated
USB stick with full digital archive	£6.00	All files included
Postage & packaging (UK)	At cost	Recorded delivery standard
Postage & packaging (International)	At cost	Tracked; client pre-approves

*All digital deliverables (reports, tree files, document scans) are provided free as standard via secure download link. Physical copies are optional extras.*

## Record Office & Third-Party Fees

Item	Typical Cost	Notes
GRO birth, marriage or death certificate	£11.00 each	Current GRO rate
Parish register copy / extract	£5.00 – £15.00	Varies by record office
Probate / will copy (HMCTS)	£1.50 per doc	Online service
National Archives document copy	Varies	Per image/page rate
County record office copy fees	Varies	Per office schedule
Scottish records (ScotlandsPeople credits)	At cost	Per page charged by NRS
Irish / overseas record procurement	At cost	Third-party fees vary
DNA test kit (if recommended)	At cost	Client orders directly

*The researcher holds active subscriptions to Ancestry, FindMyPast, TheGenealogist and the British Newspaper Archive — searches on these platforms are included within your research hours at no extra charge.*

## Miscellaneous

Item	Price	Notes
Document scanning / digitisation (per page)	10p per page	High-res 600dpi
Telephone calls to record offices (long distance)	At cost	Itemised on invoice
External language translation	At cost	Third-party translator
Rush surcharge (48-hr turnaround)	+25%	Subject to availability

*An expenses estimate is always included in your project brief. If unforeseen costs arise during research, the client will be contacted for approval before they are incurred.*

## Terms & Conditions

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### Payment

- A 50% deposit is required before research commences on all packages.
- Hourly bookings are invoiced on completion; payment due within 14 days.
- Accepted payments: bank transfer (BACS), PayPal, or debit/credit card.

### Research Limitations

- Genealogical research cannot be guaranteed to produce specific results; records may be lost, damaged or simply not exist.
- All findings are reported honestly, including negative results, which are noted and explained.
- Where records are inaccessible remotely, the client will be advised before additional travel costs are incurred.

### Data & Privacy

- Client information and research data are held securely and never shared with third parties.
- Research reports remain the intellectual property of the researcher until full payment is received.
- All data handling complies with UK GDPR.

## Cancellations

- Packages cancelled before research begins: full deposit refunded.
- Packages cancelled mid-research: hours worked will be invoiced at the standard hourly rate (£35/hr); any remaining deposit returned.

**Ready to begin? Get in touch for a free consultation.**

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*GDPR Compliant*

*All fees quoted in GBP and include VAT where applicable | Prices effective 2025*