**R****eg. No. AOO 208 18N**

**ABN 48 109 460 017**

**11 Mackenzie St. Bendigo Vic 3550**

**Email:** **research@bendigohistory.com**

**Phone 03 5442 1005**

**RESEARCH REQUEST INFORMATION**

The Bendigo Historical Society Inc. undertakes research in response to written enquiries.
To maintain this service it is necessary to charge a research fee that is payable on acceptance of the initial enquiry.

1. The initial charge is $10.00, payable in advance for a **single name or event look up in our own records and a brief written report**. The time spent on research for this initial charge will be no more than one hour and the report will be sent to an email address.
2. If you require the report to be sent by post, an additional postage and handling fee of $3.00 is payable.
3. If your enquiry involves more complex research, additional hourly charges of $30.00 per hour will apply.
4. High quality resolution copies of photographs can be supplied on request. Prices on application.

**Email (preferred):**
Please return the completed research request form as an attachment to **research@bendigohistory.com** **By Post:**

Please send the completed research request form to

**11 Mackenzie St. Bendigo Vic 3550.**

On receipt, we will acknowledge we have received your request and allocate you a unique research reference number. We will also advise you the details of how to pay your initial $10.00 fee and an estimate of when you can expect your request to be completed.

The initial fee is required in order to commence work on your request. If the research becomes complex, you will be advised of the estimated additional time needed with a request for payment of further fees. Should you advise that the further work is not required, we will stop the request from proceeding further.

**RESEARCH REQUEST FORM**

**Your Details**

Your Name:

Address:

Phone:

Email:

I wish to keep my enquiries confidential Yes/No

My name and enquiry may be used in Bendigo Historical Society publications Yes/No

My details can be given to others in relation to this enquiry Yes/No

Preferred method of contact: Email/Post/Phone

Name or Subject to research:

Other family surnames associated with the family:

Any known dates or date range:

If research is about a house, what is the address and date of address:

If a house, the estimated building era (e.g. Victorian, 1880s etc):

If a business, society, etc, name of the person associated with it:

If a business, date range of association:

Other information that may assist us: