



FAX: (720) 367-5283  
Mail: **Families Found, Inc.**  
11877 Cattle Lane  
Parker, CO 80134

**FAX**  
**Request for Services**

**Date:**

**Contact Information:**

- Name:
  - Address:
  
  - City:
  - State:
  - Zip:
  - E-Mail:
  - Home Phone:
  - Business Phone:
  - Cell Phone:
- 

What images are of the most interest to you:

Research State: (Our areas of focus: Colorado, Kansas, Missouri, Nebraska)

Family, Family members or Individual to be studied: (please fill in form fields below to the best of your ability and as applicable)

Item(s) to be photographed: Description and location:

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Full name(s) of ancestor(s) (if applicable):

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Their dates and places of birth (if applicable):

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Their dates and places of death (if applicable):

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Additional information needed to properly identify requested photographs:

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Upon receipt of your request for services via email, fax or regular mail, we will contact you to discuss the best options to accomplish your desired results. Once we understand your project, we will submit an engagement letter to you outlining our services. Upon receipt of your acceptance of the engagement and your payment, we will begin our photographic journey. Many of the smaller projects may be completed within 6-12 weeks. We will give you an estimated completion time frame and keep you informed of our progress.

You may choose to pay by check, money order or credit card. Out of pocket fees including but not limited to document fees, photocopying, postage, microfilm or microfiche rental, and long distance, without prior approval not to exceed \$75 will be billed at the end of the project and are due upon receipt. In the event out of pocket fees will exceed \$75, we will notify you and obtain approval.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_