

# RESEARCH ENQUIRY SERVICE

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Our Society is pleased to offer a Research Enquiry Service for people with Port Stephens connections.

**Cost:** An initial payment of \$20 is required before any research can be undertaken by our research team on your behalf. Additional research \$15 per hour.

**Included in the cost is:**

- *A search of the Society's holdings.*
- *A written report detailing the results of research undertaken.*
- *A comprehensive list of all sources consulted.*
- *Suggestions for further research.*
- *Photocopies where appropriate. (up to 5 pages)*
- *An entry in the next issue of the Society's Journal 'Lemon Tree' and also our in-house Newsletter if required.*
- *Postage & handling.*

**In order to facilitate our research:**

- *You need to tell us the precise information you require.*
- *You also need to provide us with as much detail as possible on the person/family to be researched. (full names, dates, places etc)*
- *Your full contact details.*

**Please complete the attached form and forward together with a cheque or money order to:**

Port Stephens Family History Society Inc  
PO Box 32 Tanilba Bay NSW 2319

Normal processing of enquiries may take up to 8 weeks.

**Disclaimer:**

**While every effort is made to ensure that the information supplied by the Port Stephens Family History Society Inc. is correct, we accept no responsibility for the accuracy of that information.**

**Port Stephens Family History Society Inc**

PO Box 32 Tanilba Bay NSW 2319

[www.portstephensfamilyhistory.com.au](http://www.portstephensfamilyhistory.com.au)

[Email: psfhs@yahoo.com.au](mailto:psfhs@yahoo.com.au)

**REQUEST FOR RESEARCH ENQUIRY**

*Please provide as much information as you have about your enquiry:*

**DETAILS OF REQUEST**

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SURNAME

GIVEN NAMES

DATE/PLACE OF BIRTH

SPOUSE

OCCUPATION

DATE/PLACE OF MARRIAGE

CHILDREN'S DETAILS

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OTHER KNOWN FAMILY MEMBERS

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**YOUR CONTACT DETAILS**

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