Phase 1: Submitting Information

Tell us what you already know about your family and provide personal details up to approximately three generations back. Want to make it extra personal? Add beautiful family photos and unique anecdotes!

Step 1.1: Genealogical Inquiry

Define your question and consider the following in advance:

1. **Key question**: What do you want to know, and what information do you already have?
2. **Research model**: Lineage, genealogy, or pedigree chart?
3. **Scope**: How far back do you want to go?
4. **Format**: Digital or hardcover book?
5. **Budget**: What is your budget?
6. **Assignment**: Are you commissioning this research alone or on behalf of others?
7. **Data submission**: Do you have initial data and family photos?

Step 1.2: Non-binding Quote

You will receive personal advice or a non-binding quote.
Prices are indicative, and delivery time depends on workload.

Step 1.3: Written Agreement

Take your time to review the quote and ask any questions.
Once you approve, we proceed to the next steps.

Step 1.4: Submitting Data

Gather information on family members up to approximately three generations back.
Marriage certificates, family documents, and relatives can assist in this process.

- First names
- Last name
- Place and date of birth
- Place and date of marriage
- Place and date of death
- Occupation (optional)
- Anecdote (optional)

Download the form: [Lineage](#), [Genealogy](#), [Pedigree Chart](#)

Step 1.5: Submitting Family Photos (Optional)

Provide digital family photos, such as group or wedding photos of yourself, ancestors, and (grand)children. For each photo, please include the following details for an appropriate caption:

- **People depicted** (who)
- **Occasion** (what)
- **Location** (where)
- **Date** (when)

Photo submission guidelines:

- Scan photos straight at a minimum of **300 dpi,** without distortions
- Use **jpg, tiff, or pdf** and submit files of at least **1 MB,** without compression
- Check quality by zooming in and avoid pixelation
- **What you submit is what you will see in the final report**

On average, **5 to 15 photos** are submitted. For more than 20 photos, an additional charge applies.

Phase 2: Conducting Genealogical Research

I will start the research, tracing from the present back into the past, following the model you selected.

Step 2.1: Genealogical Research

The research is conducted using reliable archival sources from official institutions:

- Baptism, Marriage, and Burial Registers (pre-1796/1811)
- Civil Registry (from 1796/1811 onward)
- Population Registers
- Other archival sources

You will receive updates every **2-4 weeks,** and you can request an interim update at any time.

Step 2.2: Compiling the Report

The research results are processed in a genealogical program and compiled into a report, including:

- **Title page and table of contents**
- **Generations with source references**
- **Index, charts, maps, and a family tree overview**
- **Optional: Family photos**

More details can be found in the **product specifications**.

Step 2.3: Payment

You will receive an invoice based on the quote with a **14-day payment term**.
Delivery follows after payment.

Phase 3: Delivering and Sending Results

You will receive a **beautifully presented family tree**, either as a **digital report** or a **hardcover book**.
Cover color choices: **Burgundy, Blue, or Black**.
A **digital archive with source documents** is included.

Step 3.1: Delivery of Digital Report and Source Document Scans

You will receive **Revision A** of the digital report and scans of source documents via email or WeTransfer (for large files).

Step 3.2: Reviewing the Digital Report

You can thoroughly review **Revision A** and submit any changes **at once**.
This can be done via comments in the PDF or an email specifying page numbers and edits.
I aim to **limit the number of revisions**.

Review Tips:

- Take your time to ensure nothing is overlooked
- Have family members review it as well
- Gather all feedback and submit it in one go

Review Process:

- If **no changes** are needed, Revision A becomes **final**
- **Minor updates** are free of charge
- **Major updates** (additional photos or new data) are charged as **editorial work,** after consultation
- **Expanding the scope** counts as **additional genealogical research,** billed per hour after approval
- You may **request extra research time** or **end the research** if desired

Step 3.3: Report Approval

Steps for final approval:

- **Provisional approval**: Provide written preliminary approval
- **Reflection period**: You have **two days** to reconsider
- **Final approval**: Provide written final approval

Note: Be sure you fully approve the content. If in doubt, you can postpone printing, as you will always have a digital version.

Step 3.4: Hardcover Book Production

Once you give **final approval,** the **production of the hardcover book** begins.
If you discover an error later, you will receive an **addendum (additions)** or **corrigendum (corrections) as an insert**.
For a **new corrected book,** you can order a reprint (€40 per book + €10 shipping), at your own expense.

Step 3.5: Shipping

Your order is **shipped by registered mail,** and you will receive a **track & trace** via email.
Reordering is possible.