

Project Doctor Agreement

Prepared for: _____ Date: _____

This agreement sets out the working arrangement between *HoldenWorks* and the Client named above for **Project Doctor** services — editorial and research support for the Client's family-history manuscript or project. The work is offered in tiers, which may be engaged singly or in combination.

1. Tiers of service.

Tier	What it is	Basis of charge
1 • Manuscript assessment	A written diagnosis of the draft and research files — what works, where the gaps are, what to reorder or rewrite — with a roadmap.	Flat fee, scaled to length.
2 • Story coaching & advising	Regular guidance while the Client writes and keeps authorship; direction, technique, and wordcraft.	Hourly, or a discounted package of hours.
3 • Developmental / narrative editing	Shaping the narrative — structure, perspective, tense and tone, juxtaposition, rewriting where needed.	Flat project fee based on a package of hours.
4 • Gap-filling research	Original genealogical research to close holes and bring the work toward conformity with the GPS.	Hourly; scope negotiated case by case.
5 • Full rewrite / ghostwriting	Comprehensive rewrite of a raw or under-developed draft.	Project-based, quoted after a Tier 1 assessment.

Standard rates are published on the “Project Doctor” page on the *HoldenWorks* website. The specific service(s) requested should be specified in the signature space at the end of this agreement. The service(s) requested and fees charged for this particular project will be enumerated in Schedule A (addendum) after returning this contract. The Tier 1 assessment fee and the Tier 5 reading fee are non-refundable, as each is a delivered work in itself.

2. Fees and payment.

Fees for the engaged tier(s) are set in Schedule A and billed on the basis stated there. Payment is made by ACH transfer (Venmo or Zelle) to holdenworks@gmail.com; other arrangements can be made by email. Hourly and package work is drawn against prepaid hours or billed on the schedule set out in Schedule A; flat and project fees are payable as stated there, typically a portion on signing and the balance on delivery.

3. Estimates and additional work.

Hour counts and timelines in Schedule A are good-faith estimates. If the work is likely to need materially more time than estimated — most often in Tiers 4 and 5 — we will tell you and agree the additional scope with you before continuing. You are not billed beyond the agreed scope without your approval.

4. The Client's existing material; accuracy and verification.

Our work builds on the manuscript, research files, and information the Client provides.

- (a) We are not responsible for the veracity of information provided to us by the Client.
- (b) We do warrant that any new or original information we contribute — most relevantly in Tiers 4 and 5 — will be corroborated, or that the limitations or doubts attaching to it will be specified.
- (c) If the Client wishes every empirical claim in the manuscript to be independently verified, that is Researcher-for-Hire work and is charged separately, at our normal hourly research rate.

5. No guarantees.

Genealogical research and editorial work carry no guaranteed outcome. Where a tier calls for bringing the manuscript toward conformity with the Genealogical Proof Standard (GPS), that depends on the records that have survived and remain accessible. The Client acknowledges this in entering the engagement.

6. Authorship and ownership.

The family history and the finished manuscript are, and remain, the Client's. The Client is the author and owner of the completed work, including work produced under Tier 5 ghostwriting; *HoldenWorks* claims no authorship or ownership of the manuscript and seeks no credit in it unless separately agreed in writing.

7. Client-supplied materials and third-party rights.

The Client represents that they own, or have permission to use, the photographs, documents, images, and other materials they provide for the project. The Client is responsible for obtaining any third-party permissions the finished work requires, and agrees to hold *HoldenWorks* harmless from claims arising out of materials the Client supplied.

8. Revisions.

Unless Schedule A states otherwise, an editorial tier includes one round of revision within the agreed scope; further rounds, or changes that enlarge the scope, are billed at the applicable hourly rate.

9. Confidentiality.

HoldenWorks treats the Client's manuscript, family information, and materials as confidential and will not share identifying information without the Client's consent.

10. Use of anonymized material.

HoldenWorks may draw on anonymized, de-identified material from this engagement in its teaching, writing, blog and journal articles, podcasts, and portfolio, in a form that does not identify the Client or any living individual.

11. Cancellation.

Either party may end the engagement with written notice. The Client pays for work completed and for work already committed at the point of notice. Unused prepaid hours are refunded or credited as stated in Schedule A; the Tier 1 assessment fee and the Tier 5 reading fee are non-refundable.

12. Not legal advice; limitation of liability.

HoldenWorks does not provide legal advice. Our total liability under this agreement is limited to the fees paid for the engagement.

13. Governing terms.

This agreement, together with Schedule A, is the entire agreement between the parties for this engagement and replaces any prior understanding; changes are effective only in writing. This agreement may be executed electronically.

Service(s) / Tier(s) Requested

Client

Date

For *HoldenWorks*

Date