



Dear Family Curator,

Thank you for considering my services and talents in helping you preserve your family's most priceless treasures, the moments, and stories that will live on in the hearts of your many generations.

You can count on my best attention and service in my partnership with you in this creation process.

In this document you will find:

- Foundations of creating a masterpiece check list
- The listing of service provided at myheartmenories.com
- Schedule and pricing estimates

Dedicated to preserving your most priceless treasures

Courtney Daley



Family Life History Foundation

1. How did you find my service? (circle appropriate response)

Word of mouth, web, magazine ad

2. What is your goal in having a personal history created?

3. What span of time (provide dates) is this personal history meant to cover?

4. What is the best way to contact you, if I have additional questions?



5. Please gather and provide diaries, journals, mementos, photographs, and anything else that might be useful for background knowledge before beginning.

Make an inventory list here

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6. Who will receive copies of the finished work? (Family? Friends)?
7. What are your fondest memories of (_____ name)?
(this will help you maintain focus)
8. Is anyone there anyone you'd like me to interview about _____
(name), in addition to _____ (name)?
9. What do you envision the book will look like, feel like, and contain,
in an ideal situation? (Length, format, included scans of photos and
mementos, heavier on facts or stories, etc.)
10. Please capture any additional details that will be helpful in
creating your masterpiece?



Services Provided

- Provide a portfolio of questions to capture the life history
- Perform In person interviews(as warranted) (Client bears expense outside of DC metro region)
- Create Phone interviews (legal sign-off required)
- Supply questionnaire form for Email interviews
- Perform Group Interviews (legal sign-off required)
- Partner to create legacy letters
- Document life milestone moments
 - Perform wedding interviews
 - Capture a birth story
 - Conduct memorial recording
- Capture the great stories of the family
- Write family history narrative (i.e. research and include the important events of the times)
- Transcription services provided for audio interviews
- Create and maintain on-line family history account (with golden vault protection with daily backup)



Schedule & Pricing Estimate

The typical schedule for capturing, processing, and publishing your masterpiece is 15 – 20 hours over time. Apart from my services, there are scanning, transcriptions, publishing, and online curation services that will be acquired on your project's behalf.

I also advise clients to place a yearly fee in their ongoing budget consideration. This would be for the new memories you need to enter into the record and for the on-line curation services.

My current hourly rate through July 2014 will be \$20/hour. I am requesting a testimonial to obtain such an attractive rate.

After we have dialoged and you have made your product selection, I will provide you with a formal quotation that reflects the final price and schedule.

The payment terms are as follows:

One half (50%) of quote is due at the commencement of the effort and the remainder due at the delivery of the final product.

At the beginning, we will also set up an electronic account to enable information exchange and schedule expectations.



Thanks again for your consideration and I look forward to partnering with you in creating a product that future generation will relish because you were foresightful enough to create a family legacy account.

Your dedicated partner in preserving your most priceless treasures.

Courtney Daley