

## ***Terms & Fees***

# **Property Research & Analysis, Photography & Design of Printed or Digital Books and Reports**

**Offered by Randolph Harris, independent consulting historian, Lancaster, PA.**

Trained in news reporting, photography and graphic design, Harris has worked for more than 30 years in a variety of positions in the fields of community revitalization, planning and economic development. His work has emphasized the preservation and reuse of individual buildings and structures, traditional neighborhoods and cultural heritage landscapes supported by thorough and appropriate documentation of the people and events associated with those historic resources.

Baseline research: equivalent of 8 to 10 hours of basic research over the course of a week to 10 days.  
Fee: \$750. With terms described in a letter of engagement, this phase includes:

1. Site visit to the property for basic interior and exterior digital photographs.
2. Deed search to establish a chain of title and create a digital file ready to print.
3. Research of the people, businesses or organizations shown in the deed record through on-line sources and in local archives.
4. Digital files made of available photographs, maps, articles, publications citations, etc. about the property, building, people and related events.
5. Consultation and/or communications of up to approximately one hour with the client to reach consensus to discuss opportunities for further research based on the data and images collected at this stage -
  - a. If agreed, additional research and report/book production work would proceed based on an hourly fee of \$50 capped by a "not-to-exceed amount," with project scope and negotiated payment terms described in a revised letter of engagement;
  - b. If agreed there are no further leads or avenues of research likely to yield information of value, the client will receive all research compiled on a compact disk or other suitable media, and the consulting engagement is ended.

There may be opportunities to discuss production of property history books for project fund-raising, and donations of funds from consulting fees to not-for-profit organizations that refer clients, or who in some way promote these consulting services.

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