

INFORMATION AND GUIDELINES for Submission of Documents for Analysis

Our Services:

Hawkeye Studios. *Grapho-Lab*® provides expert examination and analysis of documents / handwriting, for determination of identity, authenticity, forgery, fraud, alteration, or for behavioral profiling, applicable to any document or artifact that bears handwriting or hand printing.

Our proven three-stage *Grapho-Lab*® examinations comprise:

- Macroscopic Profiling – to characterize each handwriting or font sample
- Optical / Digital Microscopy – w/ dedicated UV, IR and spectrum analysis
- High-Res Micrography – for extended examination and review

Note: *Ink / Paper Analyses, Linguistic Analyses, or other adjunctive services, may also be made available if deemed to be of value or support to a case.*

The Examiner:

Beginning with investigative document work in government, then within the insurance industry, and finally as a consulting examiner, Kenneth John Davies brings professional objectivity, strict confidentiality, and the studied expertise of some thirty years to examination of documents, handwriting and signatures.

Mr. Davies is formally acknowledged as an expert in his field as a certified forensic consultant and a contributing member of the American College of Forensic Examiners, and he has participated in a phase of handwriting identification research through the University of New York at Buffalo.

He has been court-qualified numerous times to provide expert witness testimony, civil or criminal, in Provincial courts and Queen's Bench across several Canadian jurisdictions, has testified in the United States, and has also been qualified before the Law Society of Alberta.

"Whether your case is large or small, investigative, or a matter for the courts, you can rely on our experience, our dedication, and our strict confidentiality in service of your needs." -- Kenneth J. Davies, B.Sc C.Ga CFC

KINDS OF ANALYSES PROVIDED

1. QUESTIONED DOCUMENTS

[Forensic Examination & Analysis]

Whether it is a signature on a check, a handwritten codicil to a will, a contract, an anonymous letter, or any other document in which the authorship of the handwriting or signature is questioned or contested (forgery), the writing may be analyzed and compared to a known, trusted sample (exemplar) to make a determination as to the authorship or the authenticity.

In some cases there is a question as to whether a document has been altered. Paper and ink are both three-dimensional media. Any attempts, therefore, at physical alteration of documents, handwriting or signatures, must physically disrupt the paper, the original ink, as well as the relationship of ink to paper. Such alteration may be detected through microscopic examination, supported by task-specific lighting and imaging techniques.

Some Document Submission Guidelines

The most definitive analytic results may derive from an examination of original documents. However, when some or all of the documents must be submitted as facsimiles (photocopies), please submit the best available copies. Often, the best copies are the earliest-generation (oldest) copies. We are happy to advise you if you are unsure which documents are best to submit.

We recommend courier delivery to secure your submission. Please be assured that, while in our care, the physical integrity, the chain of custody, the security and confidentiality of all submitted documents is conscientiously preserved.

An Examination for Determination of Authorship requires that we receive, along with the questioned document, some documents for comparison (exemplars) which contain writing or signatures that are known to be genuine. We can advise you as to the type, number and form of exemplars that should be provided.

An Examination for Determination of Alteration will have varying requirements depending upon the nature of the questioned document. Please consult us regarding document submission requirements in each particular case.

Our Report

A verbal report, a letter of preliminary results, or a formal report with referenced exhibits, as appropriate to your requirements, may be issued following an examination. When required for court and preparation for expert testimony, our formal report will include a summary statement of results, a statement of the examiner's qualifications, and a notarized statutory declaration or affidavit.

Time-frame

Turnaround time for a completed report will vary depending upon our extant case commitments and the specific requirements of any particular analysis. In any case, we will give you our best estimate of a working time-frame for the completion of our analysis and delivery of our report,

Our Fees

Prior to undertaking an examination, *we will quote a flat fee* based on the estimated requirements of the examination, the report preparation and report inclusions, at \$120 per hour. *Court time*, if required, will be quoted at the same hourly rate plus any necessary related expenses.

The quoted fee must be paid prior to beginning an examination, to avoid any appearance of monetary influence on the outcome which is, and must be seen to be, an unbiased analysis of the submitted documents.

2. TRAIT / APTITUDE PROFILING

[occupational / clinical / investigative]

An individual's handwriting is, in effect, a graphical representation of the patterns of that person's mind as it pertains to traits, to aptitudes, to emotions, and to characteristic response to people, to environment or to circumstance.

Grapho-Analysis is one of the more specific of the behavioral, trait and aptitude assessment tools that may be utilized for occupational, clinical or investigative application.

In Occupational Application, individuals and their companies both benefit from an assessment of individual strengths and aptitudes.

In Clinical Application, our assessments are available to support the work of psychologists and other such qualified counselors.

In Investigative Application, such profiles have been known to contribute substantively to the furthering of an investigation.

The most detailed assessments may be obtained from original samples; however, useful profiles can also be obtained from facsimiles (copies). Please first consult us for guidelines if you intend to provide handwriting or signature samples that are created specifically for the analysis, rather than pre-existing samples.

If known, please also include the following information about the writer of a sample: *age, gender, left/right handed, physical or sight impairments*.

We will quote a flat fee for the service on the same basis as our forensic analyses, and that fee will take into account whether it is a signature analysis, body of writing, or both signature and body of writing to be assessed.

Our '**On-Location**' examination capabilities may be made available when it is not possible to submit documents directly to our care. Please inquire.

Contact Us:

To discuss your requirements, to obtain a fee quote and to retain our services, you may contact us confidentially by phone, fax, e-mail, or regular mail:

Hawkeye Studios (Grapho-Lab Services)
75 Bernard Drive NW
Calgary, AB T3K 2B5

phone: 403-295-3556 (Toll-free: 1.855.289.4295)
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When you have a quote from us, you can make payment by check payable to 'Hawkeye Studios', included with your submitted documents; or you may pay by credit card securely through our website:

www.hawkeystudios.com