

JORDAN CONSULTING AND INVESTIGATIONS SERVICES AND FEE AGREEMENT

This document (the "Agreement") is the written services and fee contract between JORDAN CONSULTING AND INVESTIGATIONS, hereafter referred to as JCI, and it's CLIENT,

_____ and hereafter referred to as CLIENT.

JCI will provide investigation services as set forth below in the **MATTER OF**

1. **CONDITIONS:** This Agreement will not take effect, and we will have no obligation to provide investigation services, until you return a signed copy (ORIGINAL-1) of this Agreement. A faxed copy of a signed Agreement has the same effect as the original signed agreement.
2. **SCOPE OF SERVICES:** You are hiring us as Private Investigators to perform investigation services in the matter described in Item 15 of this Agreement. We will provide those services reasonably required to represent you. We will take reasonable steps to keep you informed of progress and to respond to your inquiries. If this matter results in legal action in a court of law (civil or criminal), we will testify as required and at the testimony rate. This Agreement will govern all future services we may perform for you.
3. **CONFIDENTIALITY:** The confidentiality of this investigation is held to the highest possible level within the framework of ethical and legal standards.
4. **CLIENT'S DUTIES:** You agree to be truthful with us, to cooperate, to keep us informed of developments, to abide by this Agreement, to pay our bills on time and to keep us advised of your current address, telephone number, and whereabouts.
5. **MINIMUM FEE DEPOSIT:** The deposit for services to be rendered is \$_____ (write it out). There is a four-hour minimum (\$_____, which is at an hourly investigation rate of \$_____ per investigation hour) plus any expenses incurred which will be charged to your account and is non-refundable. The remainder of the deposit is refundable and will be applied against work performed on your behalf.
6. **PAYMENTS:** All payments must be made by pre-approved personal or business check, cashier's check, money order, cash, bank transfer, or per agreement between JCI and the Client. JCI does not accept credit card payments.
7. **LATE PAYMENT FINANCE CHARGE:** Payments must be paid no later than 10 days from the date of the invoice. Invoices not paid by the due date will incur a \$50.00 Finance Charge for each 28 day period for which the invoice remains unpaid.
8. **BILLING PRACTICES:** We will charge you for all the time an investigator spends on your case, including, but not limited to telephone calls, letters, research, travel time, standby time, and waiting time in court.

JORDAN CONSULTING AND INVESTIGATIONS SERVICES AND FEE AGREEMENT

MATTER: _____.

9. **COSTS AND OTHER CHARGES:** In general, we will incur various costs and expenses in performing investigation services under this Agreement. The Client is responsible for all costs and expenses incurred as a result of this investigation, including any special JCI equipment use fees (as agreed by both JCI and Client). Clients are charged for out-of-town overnight travel a minimum of 10 investigation hours per assigned investigator. Further, Clients are charged for all costs and expenses related to transportation, lodging, meals, and other travel related expenses.
10. **BILLING STATEMENTS:** We will send you periodic statements of fees and costs/expenses incurred. **EACH INVOICE PAYMENT IS DUE UPON RECEIPT.** At the near exhaustion of the funds in your retainer/advanced pay account, JCI will request an advanced payment for future services to be rendered, along with an explanation of services recommended. This provides you, the Client, with an exact means of controlling investigation expenses. You may request a billing statement at anytime. If you do so, we will provide you with a statement as soon as practical and there will be an attempt to satisfy your request within 48 hours.
11. **DISCHARGE AND WITHDRAWAL:** You may discharge us at anytime. We may withdraw with your consent or for good cause. Good cause includes your breach of this Agreement, your refusal to cooperate with us or to follow our advice on a material matter or any fact or circumstance, which would render our continuing representation of you unlawful or unethical. When our services conclude, all unpaid charges will immediately become due and payable. After our services, we will, upon your request, deliver your file to you; however a file copy will be made and maintained by this office.
12. **DISCLAIMER OF GUARANTEE:** Nothing in this Agreement and nothing in our statement to you will be construed as a promise or guarantee about the outcome of your matter. We make no such promises or guarantees. Our comments about the outcome of your case are expressions of opinion only.
13. **EFFECTIVE DATE:** This Agreement will take effect when you have performed the conditions stated in Paragraph 1, **but its effective date will be retroactive to the date we first performed services.** The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, you will be obligated to pay us the invoiced value of any services we may have performed for you.
14. **ATTORNEY'S FEES:** Should it be necessary for any party to this agreement to initiate legal proceedings in order to enforce its terms and conditions, the prevailing party in such action shall be entitled to reasonable attorney's fees and costs.

JORDAN CONSULTING AND INVESTIGATIONS SERVICES AND FEE AGREEMENT

15. SCOPE OF INVESTIGATION / CONSULTING SERVICES:

MATTER: _____.

16. STANDARD INVESTIGATION AND CONSULTING RATE SCHEDULE:

>Hourly Investigation Rate: \$____.00 per man-hour, plus any associated expenses incurred as a result of the investigation.

Consulting Rate and Expert Witness Fee: Per JCI-Client agreement.

>Mileage Rate: \$.55 per mile (Standard Vehicle)

CHARGING STRUCTURE:

- a. We charge for our time in minimum units of .25 (15 minutes) of one hour. Travel and report preparation are considered investigation time and will be billed accordingly.
- b. We charge all expenses and costs incurred as the result of and during the investigation, including, but not limited to expenses incurred, such as telephone, records, copies, and photograph processing.
- c. Supplemental incurred expenses and costs are invoiced at actual cost to JCI, for example: lodging, meals, parking, rental vehicles, props, rental equipment, and travel expenses.
- d. We do not charge Clients to answer questions regarding their bills. If you have a question regarding your bill, please contact us as soon as practical.
- e. Testimony (hearings, trials, depositions, special appearances) is invoiced as half-day or full-day activities. Preparation time is charged at the hourly investigation rate and all expenses and costs are not included in the below identified rates. Expenses, including but not limited to items such as mileage, are charged in addition to half or full day court session rate.

HALF DAY (morning or afternoon session): \$600.00

FULL DAY (morning session and any portion of the afternoon session):\$1,200.00

DATE: _____

Your business name

Address

Phone, fax, cell, email

JORDAN CONSULTING AND INVESTIGATIONS SERVICES AND FEE AGREEMENT

I have read and understand and agree to the foregoing terms and those set forth in this Agreement to retain JCI for the purpose of providing investigations services as of the date JCI first provided services. If more than one party signs below, each agrees to be liable jointly and severally for all obligations under this Agreement.

NAME OF CLIENT/RESPONSIBLE PERSON:

TYPE OR PRINT CLIENT NAME:

DOB: _____ CDL: _____ SSN: _____

SIGNATURE: _____ DATE: _____

JORDAN CONSULTING AND INVESTIGATIONS SERVICES AND FEE AGREEMENT

MATTER: _____.

RETAINER RECEIPT

I, Howard A. Jordan, PI-28475, of JCI received a Retainer for Services in the amount of \$_____ (write amount, US) from CLIENT NAME.

The retainer amount was received in the form of _____. (Cash, money order, check, cashier's check, etc.)

Regarding the Matter of _____.

Name

Date: _____