

# LEVERAGE PRIVATE INVESTIGATIONS

319 N 8th St.  
Fort Smith, AR 72901

(479) 970-5598

Email: leveragepi76@gmail.com

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## CONTRACT FOR SERVICES

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This document represents a written agreement and contract for professional services between \_\_\_\_\_, hereinafter referred to as the "Client" and Leverage Private Investigations, an Arkansas corporation licensed to conduct private investigations contracted in the State of Arkansas.

Leverage Private Investigations agrees to provide Client with private investigation on behalf of the Client. Leverage Private Investigations agrees to provide the Client with written reports, and agrees to make reasonable efforts to accomplish the goals of this investigation and bring this investigation to its logical conclusion, however, Leverage Private Investigations makes no promises or guarantees, express or implied, as to the actual outcome or results of this investigation. Leverage Private Investigations reserves the right to assign investigators and employ investigative techniques as it believes necessary during the course of this investigation.

Client agrees to compensate Leverage Private Investigations for all professional fees and expenses as outlined in this contract. Fees will be billed hourly for investigative services. Client is responsible for payment of all investigative work requested by Client and performed by Leverage Private Investigations, regardless of whether the requests were made in person, writing, via facsimile, via email, verbally, or by any other means. All payments for professional services are due upon receipt of invoice from Leverage Private Investigations. All outstanding balances that remain unpaid beyond thirty days from the date of the invoice shall be charged a 10% service charge in addition to the outstanding balance and will be computed on a monthly basis.

Client agrees to compensate Leverage Private Investigations for professional services rendered at the rate of: \$95.00 per hour. Client agrees to compensate Leverage Private Investigations for professional rush services and holidays rendered at the rate of \$150.00 per hour. Rush services are defined as letting us know less than 24 hours. All billable hours, including all phone calls, court appearances (minimum four (4) billable hours), involving travel time will be calculated from the nearest Leverage Private Investigation office. Billable hours will include round trip time from the Leverage Private Investigation office where the contract was executed.

Client authorizes and agrees that all mobile surveillance may be performed for the Client with two investigators. All surveillances have a minimum assignment of one (1) billable hour for each investigator.

Client agrees to compensate Leverage Private Investigations for all database search expenses that are required and performed during the course of this investigation. Database searches include, but are not limited to: Searches of MVA records for driver's license and vehicle registration records. Searches of district, circuit, county, and state records. Leverage Private Investigations will make every effort to provide Client with accurate information, however, Leverage Private Investigations has no control over the input, recording, reporting, extraction, dissemination of information provided by various database vendors and therefore Leverage Private Investigations assumes no liability or responsibility for the accuracy of information acquired from these vendors and subsequently provided to the Client.

Client agrees to reimburse Leverage Private Investigations for all expenses incurred as a result of conducting this investigation on the behalf of the Client. General expenses include, but are not limited to: copying fee, fees paid for publication or reproduction of official reports, photographs, print reproduction and enlargement; tolls, parking, meals, beverages. When investigations require travel calling for overnight lodging all ground travel, and air travel expenses, lodging, and per diem not to exceed one hundred fifty dollars per day, will be paid by the Client.

Client agrees to pay Leverage Private Investigations \$0.75 per mile, per vehicle used.

A retainer for professional services in the amount of \$\_\_\_\_\_ has been accepted by Leverage Private Investigations from the Client. Client agrees that the retainer is non-refundable. If services of Leverage Private Investigations exceed the amount of retainer previously paid by Client, Leverage Private Investigations will contact client to discuss additional fees prior to performing additional service. There will be a 2 hours' min charge for cancelled appointments not cancelled 48 hours prior to scheduled service.

Either party to this contract can terminate this request for services. All fees are due and payable upon termination of this contract. Should Leverage Private Investigations cancel the contract any remaining funds from the retainer paid, would be refunded to client, less any outstanding expenses.

Client understands fully that Leverage Private Investigations and agents will obey all federal, state, local laws and ordinances, including traffic laws, at all times during the course of the investigation.

This contract for professional services, and any attachments, constitutes the entire agreement between the Client and Leverage Private Investigations. All other agreements, modifications, or amendments whether written or verbal, are superseded and rendered null and void by this contract for professional services.

All disputes or litigation that arises as a result of this contract for professional services and attachment, between the parties named in this contract shall be resolved in the State of Arkansas, County of Pope, where the Corporate office of Leverage Private Investigation resides.

In the event Client violates this agreement and refuses to compensate Leverage Private Investigations for professional services rendered to the Client, Client will be responsible for all debt for professional services based upon the hourly rates, terms and fee schedules as agreed to in this contract and attachments and all costs associated with the recovery of this debt, including but not limited to: fees, expenses and charges and from collection agencies that attempt to recover this debt, including, but not limited to: fees, expenses and charges to recover the debt on behalf of Leverage Private Investigations, and to include any and all legal fees, including but not limited to court costs and attorney fees. Licensed by: Arkansas State Police, 1 State Police Plaza Drive, Little Rock, AR 72209; (501-618-8600).

I have read and approved this contract for professional services in its entirety:

Client Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Retainer and Contract accepted by:

Leverage Private Investigations  
319 N 8th St,  
Ft. Smith, AR 72901

Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Payments and All Mail Correspondence goes to:  
PO BOX 687  
Morrilton, AR. 72110

**Please return contract to: [leveragepi76@gmail.com](mailto:leveragepi76@gmail.com)**



**Client Information:**

Name: \_\_\_\_\_

Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Home #: \_\_\_\_\_ May I contact you at this number?  Yes  No

Work #: \_\_\_\_\_ May I contact you at this number?  Yes  No

Cell#: \_\_\_\_\_ May I contact you at this number?  Yes  No

Other: \_\_\_\_\_ May I contact you at this number?  Yes  No

Email Address: \_\_\_\_\_

The information contained in this electronic communication is privileged and confidential intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this electronic communication in error, please immediately notify us by telephone and/or return email correspondence.

## Credit Card Payment

Please include a copy of valid photo I.D. with a signature matching the name on the credit card.

If using a Driver's License, please send a copy of both Front and Back.

<b><u>NAME AS IT APPEARS ON CARD:</u></b>	
<b><u>FULL BILLING ADDRESS OF CARDHOLDER: City, State, Zip</u></b>	
<b><u>SSN# OF CARDHOLDER:</u></b>	
<b><u>TYPE OF CREDIT CARD:</u> Mastercard, Visa, AMEX, Discover</b>	
<b><u>CREDIT CARD NUMBER:</u></b>	
<b><u>EXPIRATION DATE:</u></b>	
<b><u>CVV: CODE (ON BACK OF CARD)</u></b>	
<b><u>PAYMENT AMOUNT:</u></b>	

SIGNATURE OF CARDHOLDER: \_\_\_\_\_

DATE: \_\_\_\_\_



**\*\*\*CHARGE WILL APPEAR ON CREDIT CARD STATEMENT AS:  
GT INDUSTRIES, INC.\*\*\***

**There will be a 3.5% charge added to the total, if using a credit card.**

# CASE UPDATES AND INQUIRIES POLICY

1. Once your case has been assigned a case number, our case tracking system will email you. You should add these numbers into your phone, so that you will recognize them when we contact you. 479-970-5598, and 737-667-5050.
2. Due to the nature of surveillance variables, time required to develop, and or complete an investigation case, can range from a few weeks, or longer. You will only be billed for the actual time and expenses spent while working your case.
3. “Emergency” or “Rush” cases are defined as cases where Leverage is required to begin working your case within 24 hours of receiving your paid retainer, and signed contract. These expedited cases are billed at a higher hourly rate. Emergency or Rush rates will also be charged for all cases worked on holidays.
4. Please allow at least seven business days after you receive your case number before requesting an update. When requesting case updates, we require all correspondence to be done via email to: [leveragepi76@gmail.com](mailto:leveragepi76@gmail.com) and [leveragepi64@gmail.com](mailto:leveragepi64@gmail.com). No updates can, or will be provided via text messaging. Case updates will be provided only on cases that have paid the full retainer amount.
5. A full written report, along with all case photos will be provided to the client once the investigation is complete. Email updates may be given as the investigation progresses, but daily, or weekly updates, or “Micro managing” the case are not provided.
6. There are many moving parts to each case, and no two cases are the same. What may seem like a simple task to complete to you, is actually much more difficult in real time situations. With over 30 plus years of successful case experience, we have set policies and procedures that we must follow when working a case, in order to achieve the client’s objective. Leverage will always follow all Federal, State and Local laws, and will not compromise any case, to gather information illegally.
7. In regards to GPS Tracking devices, listening devices, cameras, etc. Leverage cannot place these devices just anywhere the client may choose. Again, there are laws that we will follow at all times.
8. We often have clients ask about confidentiality. The key word in what we do as Private Investigators is “Private,” and we keep all case information confidential. We operate just like your attorney would using Client Privilege. “Client Privilege” refers to a legal privilege that works to keep confidential communications between a Private Investigator, and his or her client secret.

\*\*This update policy is agreed to, and accepted by the client upon receipt of the signed “Contract for Services.”