

**SERVICE AGREEMENT**

It is hereby agreed between Baechler Investigative Services (BIS) and \_\_\_\_\_, (client)

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
that BIS will provide Court Messenger and Litigation Support Service, excluding holidays, or "court holidays".

Every court day  once  twice each day, Monday through Friday; or  Every Tuesday and Thursday; or  
 Other \_\_\_\_\_

This service will include stopping at clients primary office address listed on this agreement. This service will include, picking up legal documents to be filed with the various courts within San Diego County, including Superior, Domestic, County Recorder, Secretary Of State and U.S. District Court. All fees for services will be in accordance with the fee schedule attached. The basic monthly Messenger Service as outlined will be \$\_\_\_\_\_ monthly.

It is agreed and understood that provider may need to advance filing fees, delivery fees or other fees from time to time. Provider has no control of the fee amount, which is generally determined by the court, government entity, or business. Examples of these fees may include, but are not limited to court filing fees, court records retrieval fees, advanced witness fees as a result of a subpoena, copy request fees to various entities and similar fees. Client will provide these fees in advance when reasonable, practical and the amount is known. In instances where it is not reasonable or practical, provider will advance these fees in order to avoid unnecessary delays in the process, BIS will advance these fees, at a BIS fee of 10% of the advanced fee.

Client agrees to pay all invoices including any advanced fees within 10 days of invoice date. In the event client fails to pay the fees and it is necessary to employ the services of a collection agency or attorney, client agrees to pay all collection costs. San Diego County will be considered venue for any court action. In the event of direct billing, client agrees to payment of services if their client fails to pay the invoice within 30 days.

Client agrees during the course of this contract to use Baechler Investigative Services (BIS) for all litigation support and investigation needs, including service of process, Court filings, Subpoena preparation (if not completed directly by client) field photocopy, court research, investigations and other services as needed.

This agreement shall remain valid for a period of 12 months. Client or Provider may terminate this agreement upon providing 60 days notice, without penalty. BIS may terminate this agreement at any time, if the client's account is in arrears. This contract will automatically renew each year for an additional year unless 30 day notice of cancellation is provided by either party.

Agreed to this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_ at City/State \_\_\_\_\_

**LITIGATION SUPPORT PROVIDER:**

Baechler Investigative Services, Inc.

BY: (Signature) \_\_\_\_\_ Printed name: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

By: (Signature) \_\_\_\_\_ Printed name: \_\_\_\_\_

TITLE \_\_\_\_\_