

VAP RESEARCH SERVICES

Virginia A. Pelton - PI # 18731

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RETAINER AGREEMENT FOR INVESTIGATIVE SERVICES

Client Name: _____

DOB: _____

SSN or BAR: _____

Address: _____

Telephone: _____

VAP Research Services and _____ agree to the following terms and conditions in connection with the above referenced matter:

Services To Be Rendered:

VAP Research Services will furnish to the client’s attorney written and or oral reports of interviews, etc., as they are completed and or upon the attorney’s request during the course of the investigation. If the above referenced matter pertains to industrial, internal or domestic affairs, reports will be forwarded to the client directly.

Fees and Expenses:

The hourly rate for investigation is to be \$_____ per hour per hour, _____per mile, \$7/per page for Reports, \$10/per page transcriptions and \$.20 per non report photocopies. Additional expenses, such as source fees, car rentals, telephone calls, photography, videotaping, travel, lodging, transcription & video tapes, etc., will be charged as they arise.

Our initial estimate based on the information provided by the client is approximately \$_____, not to include costs and expenses.

Deposit:

A retainer fee of \$_____ is required prior to any work performed.

Retainer fees are non-refundable.

When the retainer fee is exhausted, an additional retainer in such amount deemed reasonable must be deposited before any additional work is performed. Client’s failure to do so shall excuse us from any further obligation to render services under this agreement.

Invoices:

We shall bill for our services and for any costs and expenses incurred, no later than fifteen (15) days after the investigation is concluded. Client shall have the right to request a current bill at any time and we agree to provide same within fifteen (15) days of client’s written request.

Termination of Agreement:

VAP Research Services or the client shall have the right to terminate this agreement at any time upon notification in writing to the other. Upon such termination, client shall remain responsible for any unpaid billings for costs and services rendered.

Release of Liability:

None of the confidential information provided to the client’s attorney or directly to the client by any agent from VAP Research Services shall be used in any type of illegal manner. If he or she does so VAP Research shall not be held liable.

Based on the above agreement, I/WE HEREBY APPROVE AND AGREE to each of the terms and conditions set forth above and acknowledge receipt of a copy of this agreement.

Signature of Client

Date

Signature of Agent

Date