

RECIPIENT DETAILS

FULL NAME, ALIASES: _____

ADDRESS OF SERVICE: (No PO Boxes)

ALTERNATE/WORK ADDRESS: (No PO Boxes)

PHONE NUMBER(S): _____

GENDER: _____ AGE: _____ HEIGHT: _____ WEIGHT: _____

RACE: _____ HAIR COLOUR/STYLE/LENGTH: _____

DISTINGUISHING MARKS, GLASSES, TATTOOS, OTHER:

IS A PHOTO OF THE RECIPIENT INCLUDED? YES NO

VEHICLES DRIVEN:

MAKE	MODEL	YEAR	COLOUR	LICENCE PLATE

BEST TIME TO SERVE THE RECIPIENT: _____

THE RECIPIENT IS KNOWN TO BE: COOPERATIVE EVASIVE UNKNOWN

DOES THE RECIPIENT HAVE ANY HISTORY OF AGGRESSIVE BEHAVIOUR OR VIOLENCE?
IF YES, PLEASE EXPLAIN.

ADDITIONAL DETAILS AND/OR KNOWN CHARGES:

AFFIDAVIT OF PROOF OF SERVICE (See Additional Fees)

You may request an Affidavit of Proof of Service at this time, or once service has been completed/attempted.

Yes, I require an Affidavit of Proof of Service.

I would like to decide at completion of services whether to request an Affidavit.

No, I will not require an Affidavit of Proof of Service.

Terms and Conditions Disclaimers and Limitations of Liability

Estimate of Cost:

Please see our Price Structure/Region list; final cost of service will vary depending on the region, number of attempts, number of parties, addresses, rush requests and disbursements. Where extra work is required, our fees will reflect the additional work. Prices do not include GST. If you require us to make attempts at multiple addresses and the addresses are in different areas, additional charges will apply. If we are unable to serve, you may request an Affidavit of Attempted Service (see Attempted Service below).

Twenty Four Seven Investigations Inc. reserves the right to change our fees, service charges, and disbursement policies without notice. All government fees are subject to change without notice.

Payment:

We prefer payment via Interac e-Transfer for fastest commencement of service; if you cannot e-Transfer, we will accept payment by cheque. In the event that we are unable to serve the party and have exhausted all leads, we will charge for the attempted service (our labour). All accounts are due and payable upon receipt. Prepayment is required from general public clients; payment is due within 30 days for business clients. All accounts outstanding after 30 days will be subject to interest at 12% per annum.

Please send Interac e-Transfers to **process.serving@247investigations.ca**

Please make cheques payable to **Twenty Four Seven Investigations Inc.**

For general public clients, a deposit must be received before service can be initiated, and billing for services will be taken out of this deposit. Any remaining balance will be refunded back to you after completion. If you cannot receive an e-Transfer, please allow 14 business days to process and mail a refund cheque to you.

Urgent Files:

Please be specific about the time requirements; Rush, Urgent and ASAP can be ambiguous. If you are sending something urgent by courier, please advise us in advance so we can monitor it's arrival. If you are sending us a large, time-consuming file, especially toward the end of day, please advise us so that we can schedule our staffing to give it the priority it requires.

Processing:

Your request will be processed within 48 hours of receipt. Please do not expect our office to have an update before that time. If your service is subject to a technical court deadline, we will process the service accordingly in order to meet the deadline. Please allow 7 to 14 business days for completion of service. Rush service is subject to our scheduling demands and may not be available.

Completion:

We will provide an update on the same day or the following morning when we have successfully served the party. We will also provide you with regular service updates; if you do not hear from us within a week of receiving your file, please do not hesitate to call us at 250-585-7015, or toll free at 866-779-9777.

Attempted Service:

If we are unable to personally serve the party and we believe that they are evading, **at your request** we will provide you with an Affidavit of Attempted Service (see Additional Fees), which can then be used to support an application to the Court to obtain an order for alternative service. Alternative service, if granted by the Judge, permits another method of service to be used.

Legal Advice Disclaimer:

Twenty Four Seven Investigations Inc. cannot guarantee the accuracy of government databases, British Columbia Assessment Authority or other third-party databases. Twenty Four Seven Investigations Inc. will not be responsible for any loss, damages or injury arising from the inaccuracy/deficiencies/limitations of government and third-party databases which we use for our reports, searches and other activities.

British Columbia Assessment Authority does not guarantee the accuracy of its information. While Twenty Four Seven Investigations Inc. can provide a fast, convenient and inexpensive method of obtaining legal descriptions, care must be taken in relying on them.

Third Party Disclaimer and Other Disclaimers:

Twenty Four Seven Investigations Inc. cannot guarantee the performance of agents and sub-agents, including contractors, process servers, and couriers who are not directly employed by Twenty Four Seven Investigations Inc., we will not be responsible for any loss, damage or injury arising from their actions or omissions. Where Twenty Four Seven Investigations Inc. utilizes couriers, carriers or public transit, we cannot guarantee their performance or timelines, and disclaim responsibility for any loss, damage or injury arising from their actions, including loss of documents and late delivery. The same applies to damage caused by delay due to traffic accidents, heavy traffic or weather conditions.

In no event shall Twenty Four Seven Investigations Inc. be liable for any damages whatsoever, whether direct or indirect, punitive, special, incidental or consequential (including, without limitation, any loss of business, revenue, profits, goodwill, data, documents, property, materials, equipment, or other economic advantage or intangible loss), arising out of or in connection with (1) failures of third parties including, but not limited to; subcontractors, couriers, transportation services and other service providers (including telecommunications, hosting and power providers); (2) problems inherent in the use of the internet and electronic communications; (3) natural disasters or other destruction or damage of Twenty Four Seven Investigations Inc. facilities, acts of nature, war, civil disturbance or any other cause beyond Twenty Four Seven Investigations Inc. reasonable control; or (4) statements, products, proceedings or conduct of any third party. Without in any way limiting the generality of the foregoing, Twenty Four Seven Investigations Inc. is not liable for the acts or omissions of any third party acting on instructions from Twenty Four Seven Investigations Inc.

I, _____, certify that the information I have provided is true and to the best of my knowledge, and I agree to the terms and services outlined above.
(Client Name)

Client Signature: _____

Date: _____