



# INVESTIGATIVE SERVICES, LLC

Licensed  
Bonded  
Insured

319 Broadway Avenue, Yankton, SD 57078  
Email: NebraskaDetective@hotmail.com

Phone: 800-475-0017 Fax: 605-664-6067  
www.BestNebraskaDetective.com

## GENERAL DETECTIVE SERVICES CONTRACT

### CLIENT INFORMATION (TO BE COMPLETED BY CLIENT)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Agreement dated as of \_\_\_\_\_ 201\_\_\_\_,  
 between (print your name) \_\_\_\_\_ herein after referred to as "Client" and  
 Investigative Services, LLC.

- 1) Investigative Services, LLC shall provide Client with investigative services which may result in: written reports, recorded statements, documents, photos, video, audio, and other related items, as set forth by the terms and conditions below. Client agrees all the reports will be submitted and received subject to the conditions of this agreement.
- 2) Client agrees to pay Investigative Services, LLC for all services rendered regardless of the outcome of said services. Investigative Services, LLC has not made any warranties or guaranties as to the success of the investigation, research, or other matters in question. Due to the nature of investigative work, no warranties or guaranties can be given as to the success or quality of the results achieved. Client should understand that information obtained may not be that which is desired or in the favor of the Client. Client should understand, money can be saved by giving Investigative Services, LLC correct and truthful information prior to and during the case. Client attests that he/she/company has not misrepresented said Client for requesting services that Investigative Services, LLC provides. Client understands that knowingly supplying false, misleading, or incomplete statements or information to Investigative Services, LLC, relating to said assignment, will result in immediate termination on said assignment and forfeiture of all retainers and money paid to Investigative Services, LLC. Client understands that misrepresentation in this agreement may result in civil and/or criminal action against the Client/company. Investigative Services, LLC reserves the right to refuse service to the client for security, safety, unlawful, or immoral reasons. Honesty and integrity are what Investigative Services, LLC works by. We expect the same from the Client.
- 3) Client agrees to indemnify and hold Investigative Services, LLC harmless against all claims arising out of or related to the information or services of Investigative Services, LLC. Client agrees that certain information as it relates to the practices and procedures of Investigative Services, LLC may become known and Client specifically agrees that they will hold any such information as confidential, not to be discussed with anyone outside the scope of this agreement.
- 4) Client acknowledges that the investigation will be or could be greatly damaged if the subject of this investigation were to become aware of the activities of Investigative Services, LLC relative to the case in progress and therefore agrees to keep our relationship confidential at all times during the investigation, as not to put the Investigative Services, LLC agent in danger or expose Investigative Services, LLC's involvement in this case to anyone.
- 5) Investigative Services, LLC agrees to conduct the investigation with due diligence to protect the interests of the Client and to the best of Investigative Services, LLC's abilities. All expressions made relative thereto are matters of Investigative Services, LLC and conclusions are opinion only, as facts and information given presented themselves.
- 6) Investigative Services, LLC will comply with all provisions of Federal, State, County, and City laws and regulations pertaining to obtaining all information related to this assignment.
- 7) Investigative Services, LLC will keep and maintain all reports strictly confidential. Except where required by law or subpoena, no information from reports will be revealed to the person reported on or to any other person unless Client gives expressed written consent.



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- 8) Investigative Services, LLC is not a law agency and therefore does not provide legal advice, nor does it provide financial, insurance, or personal counseling services. Client is encouraged and advised to seek expert advice in these areas.
- 9) This agreement is valid for the duration of the investigation or until such time as it is cancelled by either party by written notice to terminate the agreement. No termination shall prejudice Investigative Services, LLC to collect payment for services completed prior to the termination of the agreement.
- 10) Investigative Services, LLC does warrant that all work and research fees that are billed will be performed on behalf of the client, and no charges will be made for work that is not done.
- 11) Reference Video Tape/Pictures, Client understands surveillance tapes and pictures are by their nature, NOT television studio-type productions and are often taken from long distances, from unusual locations, and during extreme weather conditions and as such, the quality can be variable. Investigative Services, LLC will proceed with due diligence to obtain the VERY BEST quality video/audio and/or pictures that can be obtained given the circumstances. Audio recordings will be made with video as circumstances depict.
- 12) Client agrees to pay Investigative Services, LLC for its time, material, search fees, and services as follows:  
All work is done under a retainer in which the amount will be set by Investigative Services, LLC on a case by case basis. This will be held as pre-payment for work to be done under this agreement. If work is completed and retainer funds remain, all remaining funds will be returned back to the Client. If the retainer is extinguished and Client wants to pursue the assignment, another retainer will be put in place, or the remainder may be billed at the completion of assignment, as Investigative Services, LLC chooses and due and payable upon receipt.
  - a. Client agrees that any balance owing on the agreement, together with accrued expenses, plus costs of the investigation, shall be due and payable in full, prior to any delivery of reports, tapes, videos, or any other materials relating to the assignment.
  - b. No court appearances will occur on behalf of Investigative Services, LLC, until the case is paid in full. Any money not paid in full as agreed will be subject to a 1½ percent interest charge per month. Client further agrees to pay for all costs of collection plus attorney fees and court fees relating to collecting money due.
  - c. On all assignments which are expected to last longer than 30 days, that portion of the work that has been completed will be billed and payment will be due upon receipt of the invoice.
- 13) Fee Schedule is as follows:
  - a. \$85.00 per hour per investigator. Time starts from leaving office until return to office.
  - b. 50 cents per mile during the course of the investigation.
  - c. Investigative Services, LLC agrees to consult with Client free of charge for a maximum of 10 minutes per day, when called. All calls in excess of 10 minutes are billable per the hourly rate.
  - d. Photos are produced at Investigative Services, LLC's facility. Case photos come with the report on a photo CD. Printed pictures, if requested, are as follows: 4 x 6 \$2.00 each, 8 x 10 \$5.50 each.
  - e. Court appearances and depositions are at a rate of \$125.00 per hour, plus travel, mileage, hotel expenses, and stand-by time.
  - f. GPS Vehicle Tracking is \$125 per day or \$600 per week. Includes all printouts, reports, and maps.
  - g. Covert video or audio surveillance prices are based on placement difficulty and/or level of danger to Investigative Services, LLC agent.
  - h. Report writing, processing of audio/video tapes/DVD's/CD's/evidence and photos or other procedures that are not of an investigational nature are rated at \$23.00 per hour office rate. Additional copies of video/audio tapes/DVD's/CD's will be \$20.00 per copy. Additional copies of reports or printouts are .35 cents per page.
  - i. Applicable State taxes will apply.
  - j. An 8½ percent Secretarial and Administrative fee will apply to the total bill.
  - k. If paying by credit card, there is a 3% service fee added to the amount paid by credit card.
- 14) As a safeguard toward unforeseen expense for the Client, Investigative Services, LLC agrees to NOT EXCEED \$ \_\_\_\_\_ in total cost without prior approval of the Client.

