Client Order Form Instructions

Please take a moment to review these instructions as they will ensure that we provide better service to you.

- All requests must be submitted via the CLIENT ORDER FORM. A separate request must be submitted for each individual to be researched even if there are multiple parties or debtors listed under the same case number- this is not the case if the request is for a spouse and/or an associated business entity, a single request may then be made. This process will enable us to better track your cases.

- If you are an established client, it is not necessary to fill in all of your contact information, each time you fill out the CLIENT ORDER Form, however we need the following information at minimum. All mandatory fields are noted with a "*" (asterisk) below:

Field Name	Comments
Requestor Company *	Self explanatory.
Requestor First Name *	Self explanatory.
Requestor Last Name *	Self explanatory.
Requestor Email Address*	Self explanatory.
Client File # *	please list only the file #; do not list any other descriptors as this will be an indexed item that we will utilize to search our files when needed
Loan Amount *	the loan amount determines the scope of the investigation, resources utilized, and end cost factors.
Subject First Name *	Self explanatory, however if abbreviated as an initial we will need the full middle name.
Subject Last Name *	Self explanatory.
Subject Middle Name	If the Subject has a common name this will assist us in conducting our checks more efficiently and cost effectively.
Address of Subject *	Self explanatory.
SSN *	if unavailable we can develop this information at additional cost.
Investigate Spouse? Yes or No	If Yes we need to know whether a full investigation or real property search needs to be conducted. We have listed the differences in cost in # 2 below.
Spouse First Name	Self explanatory.
Spouse Last Name	Self explanatory.
Spouse SSN	if unavailable we can develop this information at additional cost
Investigate Additional Entities Found? Yes or No	If yes is selected we will attempt to locate assets in the name of the associated business entities and conduct research to determine approximate annual earnings if available in addition to background information on said entity.

- If you request an investigation on the spouse we need to know if a full investigation is needed or whether a real property search is needed. A full investigation includes the following checks and is more likely to develop assets that would otherwise remain unidentified. A real property search is just that; no additional checks are conducted:

Information included in Full Pre-Judgment Asset Investigation
▪ Identification including date of birth, SSN, and/or driver's license info
▪ Photograph, if available
▪ Address history up to 20 years
▪ Telephone numbers associated with the Subject
▪ Family members
▪ Marriage & divorce records when applicable
▪ Education
▪ Professional licenses
▪ News articles of interest
▪ Business entities associated with the Subject
▪ Domain name registration records associated with Subject
▪ Bank accounts or potential banking relationships
▪ Real estate – property information / research
▪ Vehicles
▪ Aircraft
▪ Boats or other watercraft
▪ Unclaimed funds
▪ Judgments
▪ Tax Liens
▪ Bankruptcy filings

  Full investigations are conducted at the pre-judgment or post-judgment asset investigation per entity rate quoted for the Client and will return a larger number of assets as the checks are much broader in scope and will identify asset concealment vehicles utilized by the Subject. A real property search is conducted on a per entity basis at a lower cost but will produce significantly less assets.

- Special Instructions - Include any additional comments, requests, or instructions for our investigation's team.

- Complex investigations will incur larger costs due to the complexity of the investigation, costs incurred, manpower utilized, and overall efforts required to conduct the investigation. For example, an asset check on an individual that earns less than $100K annually and owns his home and a rental property would require significantly less effort than an individual with a common name that is the CEO of a large number of corporations that operate worldwide and uses a network of shell companies, attorneys, and CPAs to conceal his true net worth. Conversely, if the CEO only has a 500K loan that he has defaulted on we will conduct our investigation focusing on locating assets that will satisfy the loan amount or a larger percentage thereof to factor in administrative costs. The asset investigation will be restricted in scope in this case.

If you have any questions after reviewing this form please contact us at (972) 552-2160.
We appreciate your business.