



## Professional Investigations Client Retainer Agreement Form

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_  
 (Client's Name) address \_\_\_\_\_, City \_\_\_\_\_, State \_\_\_\_\_,  
 Zip Code \_\_\_\_\_ hereinafter known as the client, and Professional Investigations.

(A) Client retains Professional Investigations for the collection of evidence in the matter of \_\_\_\_\_ (Person investigation is conducted on).

(B) Client agrees that Professional Investigations, and said employees, is empowered to perform said services for and on behalf of the client and to do all things necessary, appropriate, or advisable in performing said services.

(C) Professional Investigations and their agents/employees, agrees to conduct this investigation with due diligence to protect the interests of the client and agrees that whatever confidential information is obtained while conducting the investigation will only be given confidentially to the client.

(D) The client agrees to pay a retainer for services of Professional Investigations or their associates and employees, the sum of **\$1,000.00** (Amount of Retainer Fee Quoted by Professional Investigations). The hourly rate shall be **\$55.00 / per hour**, plus **\$0.55 cents per mile**, plus actual costs and expenses for each agent authorized by the client to work on his/her behalf. The hourly rate plus costs and expenses will be deducted from the retainer. Professional Investigations bills time in quarter hours, which means every fifteen minutes. The client will be charged for all services provided by Professional Investigations, including, but not limited to, telephone calls with the client, attorneys, witnesses, court personnel, police, or others whose information is important to the case, whether or not those calls are initiated by Professional Investigations; office visits; meetings; correspondence; preparation of case reports and for any searches requested by the client or deemed necessary to the case by Professional Investigations. All services are to be paid for by retainer in advance. **Unused retainer fees are nonrefundable** but can be utilized by the client at a later date.

(E) In the event that the client suspends or terminates the services of Professional Investigations, any balances owing on the retainer fee, together with any accrued expenses plus costs of the investigation, shall become due and payable in full.

(F) The client agrees to pay Professional Investigations an hourly rate of **\$55.00 per hour** for any time spent in court at the request of the client due to this investigation. Said hourly rate will be paid regardless of the fact that it may involve any type of standby time or on call time. There will also be a **\$0.55 cents per mile** charge for miles driven to and from court.

(G) It is also agreed that Professional Investigations, or their agents and employees, has made no guarantee to the client as to the results regarding the above stated matter or outcome of any civil or criminal litigation involving any part of this investigation.

(H) The client further agrees that all monies owed to Professional Investigations, at the completion of this investigation will be paid in full at that time. All monies not paid in full as agreed will be subject to a one and one-half (1.5%) interest charge per month or any portion thereof for each and every month the balance remains unpaid. The client further agrees to pay all costs of collection plus reasonable attorney fees.

(I) All reports furnished to the client by Professional Investigations are for the information of the client only. The client agrees to hold Professional Investigations, or any of their agents or employees, harmless from any and all damages, which are occasioned by any disclosure of any part of said reports.

(J) If at any time the client, friends or relatives of the client directly interferes with above investigation, it will be at the discretion of Professional Investigations to terminate any and all services with no refund of any monies.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Investigator:** \_\_\_\_\_ **Date:** \_\_\_\_\_