

**PRIVATE INVESTIGATIONS
CONTRACT**

1. This agreement is made on _____, _____ between _____ (client) and Victoria Baltzell, DBA Victim Investigations Co.

2. In consideration of the agreements made herein, Victoria Baltzell will conduct investigative activities consisting of: _____

for the purpose of: _____

3. Said investigative activities will begin on or about _____, _____.

4. The client will pay a retainer of \$_____ prior to commencement of services.

5. The company agrees to conduct investigative and administrative activities, chargeable against the retainer at \$_____ per hour after deducting necessary, actual and reasonable expenses, to include vehicle mileage charges of \$_____ per mile per vehicle and other expenses required by the investigation and report. Upon reaching a chargeable amount equal to the retainer, the company, unless otherwise authorized herein by the client, will within _____ days, furnish to the client a detailed invoice reporting all charges and expenses.

6. The client agrees that, after chargeable activities equal to the retainer amount are conducted:

_____ (client initials) The company is authorized to continue the investigation for up to _____ additional hours of billable time at \$_____ per hour.

_____ (client initials) No further investigative activities are authorized.

7. The client agrees that additional activities of company employees will be paid by the client at the rate of \$_____ per hour per employee, plus applicable expenses as detailed above, and to include meetings, conferences and court appearances.

8. The client assumes responsibility to provide accurate information concerning the investigation. The company is not responsible for unproductive investigative time resulting from inaccurate information supplied by the client.

9. The company agrees that its representatives will maintain reasonable communications with the client during the period of the investigation. The client agrees that meetings and conversations with company representatives may be billed to the client at the rate of \$_____ per hour.

10. **Unless waived herein by the client, the company agrees to provide, within _____ days of conclusion of the investigation services contracted herein, a written report accurately detailing the hours worked, activities fully accounting for time charged, and results of the investigation.**

11. _____ (client initials) **The client waives the right to receive a written contract.**

_____ (client initials) **The client waives the right to receive a written report.**

(Client)

(for company)