



# PostScript Legal – Client Service Contract (Long Form)

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This Client Service Contract (“Agreement”) is entered into between PostScript Legal (“Provider”) and the undersigned client (“Client”) for the professional delivery of legal documents and related services. This Agreement outlines the terms, responsibilities, and expectations of both parties to ensure accurate, timely, and lawful service.

## 1. Client Information

Client Name: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Service Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

## 2. Scope of Work

PostScript Legal agrees to serve legal documents to the intended recipient(s) at the address provided by the Client. Service includes up to three (3) delivery attempts unless otherwise specified in writing. A formal Affidavit of Service or Non-Service will be issued upon completion.

## 3. Timeframes

Routine Service: First attempt within 72 hours of confirmed payment and documentation. Completion within 7 calendar days.

Rush Service: First attempt within 24 hours. Completion within 72 hours. Additional \$60 rush fee applies.



#### **4. Fees and Payment**

- - Routine Service: \$60–\$135 based on location
- - Rush Service: +\$60
- - Additional Attempts (after 3): \$25 each
- - Stakeout/Wait Time: \$40/hour
- - Skip Tracing: \$40

All payments must be made prior to first attempt unless alternative terms are arranged.

#### **5. Client Responsibilities**

- - Provide accurate recipient and address details
- - Upload or deliver required legal documents
- - Notify PostScript Legal of any address changes or updates
- - Respond to communication regarding serve status

#### **6. Refunds and Non-Service**

Refunds are not issued once service attempts have begun. In the event of non-service, an Affidavit of Non-Service will be provided. Partial refunds may be considered only if cancellation is received prior to the first attempt. Rush fees are non-refundable.

#### **7. Stakeout Services Contract Clause**

If PostScript Legal is engaged to perform stakeout services, Client agrees to pay a fee of \$40 per hour (two-hour minimum) in addition to standard process service charges.

Stakeout services include observation at a designated location, documentation of time and attempts, and personal service when the subject becomes available.

PostScript Legal will not engage in illegal trespassing, harassment, or conduct outside the boundaries of state law.

Stakeouts may be terminated at PostScript Legal's discretion if circumstances pose safety concerns or violate applicable law.

#### **8. Agreement & Signatures**

By signing below, the Client acknowledges and agrees to the terms of this Agreement.



Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_