MACAU FIELD SERVICES LLC
d/b/a Macau Process Server

PROCESS SERVER CLIENT SERVICES REQUEST FORM

Service instructions, case details, pricing selection, and payment acknowledgement

1. Client and Billing Information

Client / Firm Name	
Primary Contact	
Billing Address	
City / State / ZIP	
Phone	
Email for Status Updates	
Email for Invoices	
PO / Client Matter No.	

2. Case and Service Information

Court / Jurisdiction	
Case Style	
Cause / Case Number	
Person / Entity to Be Served	
Service Address	
City / State / ZIP / County	
Known Phone / Employer / Vehicle	
Filing or Service Deadline	
Documents to Be Served	

3. Safety, Access, and Special Instructions

Access Details / Gate Code	
Best Times / Known Schedule	
Safety Concerns	
Description / Identifying Details	
Other Instructions	

Macau Office Use Only

Date Received	Assigned Server	Completed	Invoice Number

SERVICE SELECTION & PAYMENT ACKNOWLEDGEMENT

Select the requested service and acknowledge the applicable rate-sheet terms.

4. Requested Service and Applicable Rate

Select	Service	Area / Timing	Rate
☐	**Routine Service of Process (4 attempts)**	Harris County	**$120**
☐	**Routine Service of Process (4 attempts)**	Fort Bend County	**$80**
☐	**Second Paper - Same Address**	Same service address	**$60**
☐	**Same-Day Rush**	Harris County	**$180**
☐	**Same-Day Rush**	Fort Bend County	**$120**
☐	**Expedited Rush**	24-72 hours	**$100**
☐	**Skip Trace / New Address Attempt**	Applicable service above	**Same prices as above**

Additional service or pricing clarification:

Quoted / approved amount: $

5. Return of Service / Affidavit

All service assignments include an affidavit of service provided by Macau unless the client elects its own return.

☐ Macau to prepare affidavit of service ☐ Client will generate its own return of service

Preferred delivery: ☐ Email ☐ Client portal / other

6. Client Authorization and Payment Terms

Authorization. I authorize Macau to perform the selected service using the information and instructions provided.

Completion and billing. All client services are billed upon completion, whether the result is service of process or non-service after 4-6 attempts.

Payment due. The client is expected to remit payment upon receipt of Macau's invoice.

Pricing. I reviewed the rates above and understand skip trace/new-address attempts use the applicable selected service price.

Information supplied. I confirm the supplied documents, addresses, deadlines, and safety details are accurate to the best of my knowledge.

☐ I acknowledge and agree to the service authorization and payment terms stated above.

7. Authorized Client Signature

Printed Name | Title | Date | Phone

Signature / Typed Name | Company / Firm