

Contracts

- _____1. Identities of the parties.
- _____2. Date services to begin.
- _____3. Precise object of the investigation (what the client wants to know) (how the client wants it done.)
- _____4. Amount of retainer fee paid _____.
- _____5. Number of investigative hours and expenses secured by the retainer (investigative and administrative hours covered by the retainer fee.)
- _____6. Precise expectations of the company regarding reliable information from client (company not responsible for results of inaccurate information or leads provided by client).
- _____7. Precise agreement about maintaining reasonable client communication concerning case. (Phone calls and meetings may be billable time.)(SLED expects reasonable communications be maintained with clients.)
- _____8. Notification that additional work will be performed only by expressed request of client (PI will not add additional billable hours without written client approval.)
- _____9. Agreement concerning provision of a written report. (within _____ days of expiration of contract) or (only upon payment of CONTRACTED fees) or (unless waived).