



# SERVICE AGREEMENT



<b>CLIENT</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/>
<b>ADDRESS</b>	<input type="text"/>	<b>FAX</b>	<input type="text"/>
<b>CITY,S,Z</b>	<input type="text"/>	<b>EMAIL</b>	<input type="text"/>
<b>ATT'N:</b>	<input type="text"/>	<b>Password choice 6 characters</b>	<input type="text"/>
		<b>Return results via: (Circle one)</b>	<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Interactive

Client agrees it will pay for services it orders, net/30 days. A late charge of 1.5% monthly will apply to past due balances. Pricing for services is standard list unless negotiated pricing is shown. State, work number, education number, courthouse fees and credit are re-billed at net, if incurred. There are no set-up, monthly or minimum fees. Client agrees it will not deal directly with any research or product resources it becomes aware of as a result of this relationship, or otherwise circumvent Background Bureau, during this relationship and for a period of six months following its last business transaction with Background Bureau.

BBI reserves the right to suspend or cancel services if Client fails to pay invoices in a timely manner, fails to comply with audit requests or otherwise fails to comply with FCRA regulations.

**CLIENT CERTIFIES: When ordering background research, it will:**

1. Disclose to applicant a report may be ordered.
2. Have applicant execute a release form acknowledging their understanding.
3. Advise applicant of an intent to not hire them, in writing.
4. Allow applicant to review and dispute results prior to official turndown.
5. Allow 5 days before sending applicant notice of official turndown.
6. Hold Background Bureau harmless from client failure to comply with FCRA.  
For more FCRA information, visit : <http://ftc.gov/os/statutes/fcrajump.htm>

**Note: Per State requirements:**

Driving Records require the release be saved for 5 years.

All other employment releases are required to be saved for 1 year.

Random audits are performed in which Client is requested to provide a copy of an original signed release unless it has been sent , when ordered. Failure to comply:

First incident- You will be billed \$100.00. Second incident: \$ 250.00

Failure to pay or a third incident will result in discontinuation of services.

Client certifies it is the end user, and will not re-sell information provided.

**CLIENT'S AGREEMENT IS EVIDENCED BY THEIR SIGNATURE, BELOW.**

\_\_\_\_\_ DATE \_\_\_\_\_  
Name, Title, Signature