



ML RESEARCH GROUP

* 2322 S. McClintock Drive , Tempe, Arizona 85282 * Toll Free (800) 253- 9022 * Fax (480) 237-1179 *
* www.mlresearchgroup.com * inquiries@mlresearchgroup.com *

REQUEST TO CONDUCT PERSON/BUSINESS LOCATE

BY SUBMITTING THIS REQUEST, YOU CONFIRM THAT YOU HAVE READ OUR TERMS AND CONDITIONS NOTICE ATTACHED TO THIS REQUEST FORM (ALSO AVAILABLE ON OUR WEB SITE) AND AGREE TO ITS CONTENTS THEREIN.

Fee: \$68.00

Our fee is based per person/business located. Early termination for any reason will result in a \$50.00 Termination Fee. No exceptions will be made.

Rush Service Requested? _____ No _____ Yes (Additional \$75.00 fee)

REQUESTOR'S DETAILS:

Request Date: ____/____/____ **Law Firm:** _____

Attorney Name: _____ **Contact Name:** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____ **Telephone:** _____ **Fax:** _____

Date of Loss: ____/____/____ **File Name:** _____

PERSON/BUSINESS BEING LOCATED:

Individual/Entity's First Name: _____ **Last Name:** _____

Individual/Entity's Birth Date: ____/____/____ **Individual SSN/Entity's FEIN:** _____

Home Telephone: _____ **Work Telephone:** _____

List any previous names and/or addresses that you are aware of:

NOTE: When possible, please fax copies of any police reports or other useful details or documents.

THE INFORMATION YOU WILL RECEIVE IN A SUCCESSFUL TRACE SITUATION, INCLUDES:

* Full First and Last Name * Current Address *

Any address reported is guaranteed to be current on the day we report it.

If the subject is deceased, all pertinent information will be reported.



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TERMS AND CONDITIONS NOTICE REGARDING PERSON/BUSINESS LOCATE REQUESTS

FEES & BILLING

OUR TERMS OF BUSINESS are net 15 days, unless prior arrangements have been made. The fifteen (15) days begins from the date your office receives the faxed report and invoice from us. Invoices not paid within twenty (20) days are subject to a ten dollar (\$10) per day penalty, with no ceiling on the number of penalty days. Invoices not paid within ninety (90) days will result in collections actions and the pursuit of legal remedies that may be available.

FEES QUOTED on the Request Form are per person/business located.

EXCEPTIONS TO THE SET FEES may apply in cases involving lengthy research due to the age of the case and whether the person/business being located is outside of the USA. In these situations we will clearly outline any additional charges that will apply and will seek your approval in writing prior to our commencing the work.

IN SITUATIONS WHERE INCOMPLETE OR INACCURATE information has been provided to our office at the commencement of the trace, we will do our best to notify you of any additional fees that may become applicable as a result.

FOR CASES 10 YEARS or older, contact our office for a quote PRIOR to submitting your request.

ALL RUSH cases are placed ahead of all NON RUSH cases, however, the RUSH fee is waived when the requested information is not obtained or if the investigation has taken in excess of ten (10) business days. The RUSH fee is charged per person/business requested.

TERMINATION of a submitted request will result in a \$50 Termination fee. Terminations or any changes to the initial Request Form must be faxed to our office immediately. Verbal requests cannot be accepted.

DISPUTES OF FEES must be brought to our attention within ninety (90) days from the date of invoice or they shall be deemed to be valid.

DEFINITIONS

DATE OF LOSS shall be defined as the date provided on the Request Form. However, if a loss period is given, then the loss date shall be defined as any date during the reported loss period.

TERMINATION shall be defined as the termination or cancellation of any search or request at any point following our receipt of the request.

PROCESS

AVERAGE TURNAROUND time for our research is fifteen (15) business days.

LOCATES ARE PERFORMED under the individual/business name. When conducting a person search a social security number and/or date of birth should be provided. When conducting a business search a Federal Employer Identification Number (FEIN) should be provided.

ALL RESULTS will be faxed to the client immediately upon completion of our research with an applicable invoice.

DISCLAIMER

ML Research Group uses reasonable care to obtain accurate and up to date information from sources considered reliable. It is believed that all information provided is accurate, however the ML Research Group makes no warranty or guarantee, either expressed or implied, that the information provided herein is correct, since the information has been obtained from supplementary sources. You should not make a decision to proceed based solely upon the information provided herein, but should also use reasonable care and utilize other sources of information that are available to you in order to make your decision as to how to proceed.