

CONTRACT OF RETAINER

1. This contract/agreement is made this day: _____, ____/____/____ between [your company name] by its officer or representative, _____ and Client: _____

Located at: _____

who comes before us requesting assistance in this case under the general heading of _____ and described as:

Case#: _____, Concerning: _____

2. In exchange for services rendered by [your company name], above client agrees to the following terms of retainer and payment: Advance retainer in the amount of \$_____ payable by cash, check, M.O. or Visa, MC, Amex, Discover. Base rate = \$_____ per _____ and \$____/mile, plus applicable, pertinent, and necessary expenses paid on client's behalf.

Payment of balance detailed as follows: _____

Visa,MC, Amex, Discover #: _____ Exp: ____/____/____

Amount: \$ _____ Signature: _____

3. Client agrees to indemnify and hold harmless agency for the misuse by client of data legally obtained by [your company name].

4. This agreement binds [your company name] to client confidentiality. We will discuss the case with no one but the client and individuals privileged to the case as specified by client or by law.

5. The client understands and acknowledges that [your company name] offers no guarantee on the outcome of the case or the existence of pertinent information. [your company name] only guarantees that the necessary information, documentation, etc. will be searched for diligently, legally, expediently, and as economically as possible.

6. Client further understands and acknowledges that [your company name] offers no guarantee on the validity of information provided by public documents, or outside vendors.

Client: _____ (Signed:) _____ Date: ____/____/____

Agent: _____ (Signed:) _____ Date: ____/____/____

Witness: _____ (Signed:) _____ Date: ____/____/____

Clerical Activity Checklist - PI

Case#: _____ Client: _____ Re: _____

Case Start					
Date	IN	Activity	Date	IN	Activity
		Initial contact with client			Retainer of \$ _____ deposited.
		Contract signed			Agent assigned: _____
		All necessary releases signed			
		Info listed in case roster			
(IN Column = Supervisor's Initials)					

Case Final Disposition

Case: Closed Terminated Suspended on: ___/___/___ Re: _____

Synopsis of final result: _____

Reopened on: ___/___/___ Re: _____

Court date of: ___/___/___ Court: _____ Judge: _____

Subject / Suspect	Notes:

Other disposition of main subject: _____

Disposition of Evidence

Date	IN	Activity	Note
		Police reports	
		Forensics reports	
		Witness Interview Tapes and Transcripts	
		Surveillance Reports and Materials	
		Number of audio cassettes: _____	
		Number of video cassettes: _____	
		Still photos: Total # rolls: _____	
		Courthouse or other legal doc. Copies:	
		Misc. items from trash run:	

Billing and Accounting					
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Date	IN	Activity	Date	IN	Activity
		Retainer of: \$ _____ collected w/contract			Payment of: \$ _____ rec'd
		Case conclusion balance of: \$ _____			30 day notice sent
		Retainer refund or first bill of: \$ _____			60 day notice sent
		First invoice mailed.			90 day notice sent
		Payment of: \$ _____ rec'd			

Final Communication		
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Date	IN	Activity
		Final synopsis/report/invoice mailed to: <input type="checkbox"/> Client <input type="checkbox"/> Client's attorney <input type="checkbox"/> Other:
		Case File entered into "Closed Case" files.
		Thank you notes sent to all applicable people (client, attorney, LEOs, stellar witnesses, etc.)
		All computer files copied to floppy and stored in evidence envelope inside The Case File itself.
		Case entered into master log and/or database <input type="checkbox"/> Case details entered into spreadsheet

Items from the Spreadsheet		
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Total number billable hours: _____ Total hourly fee billed: _____ Total amount billable expenses: _____

Final total amount billed & paid: _____ Gross profit this case: _____

Witness Information

Intwng Agent: _____ Witness #: _____ Pg #: _____

Full Name:		SSN:		Sex:		DOB: __/__/__	
Address:		Apt/Ste		Cmp/Sb: (complex/subdivision)			
City:		St:		Zip:		-- Own/Rnt/Rsd Yrs:	
Phones: (H): () -		"Subject Data File" started?					
Phone:		Pager:		Cell Phone:			
Fax:		E-Mail:		Website:			
Place of Employment:		Supervisor:					
Address:		Title:					
City:		St:		Zip:		-- Website:	
Phone: - x		Fax:		E-Mail			
Vehicle: Type:		Make:		Model:		Year: Colors: Body: Roof:	
Marks/Features:							
VIN:		Tag:		State:		County:	
Closest friend or relative: (if married, use for spouse) Name:							
Relationship:		SSN:		Sex:		DOB: __/__/__	
Address:		Apt/Ste:		Cmp/Sb:			
City:		St:		Zip:		-- Own/Rnt/Rsd Yrs.:	
Phones: (H): () -							
Pager: () -		Fax: () -					
Cell Phone: () -		E-Mail:		Website:			
Place of Employment:		Supervisor:					
Address:		Website:					
City:		St:		Zip:		--	
Phone: () -		Fax:		E-Mail:			
Other contact: Name: (The bulk of this info is gathered in order to track the witness later if time drags on in a case).							
Relationship:		SSN:		Sex:		DOB: __/__/__	
Address:		Apt/Ste:					
City:		St:		Zip:		-- Own/Rnt/Rsd Yrs.:	
Phone:		Pager:					
Cell Phone:		E-Mail:					
Fax:		Website:					
Place of Employment:		Supervisor:					
Address:		Website:					
City:		St:		Zip:		--	
Phone: () -		Fax:		E-Mail:			
Short synopsis of testimony: (This page is for personal data to keep tabs on a witness' location. Use the deposition							
(Law Enforcement Officers should keep a pad of these with them to record Witness Data on scene!)							
(Witness # at the top of the page should correspond to crime scene diagrams [if any] to show location perspective.)							
Interviews: 1. __/__/__ By: _____ 2. __/__/__ By: _____ 3. __/__/__ By: _____ 4. __/__/__ By: _____							
Full deposition made on: __/__/__ Recorded by:				Transcript filed in:			

Staple Business Card here

