

Tri County Process Server LLC

Work Order

CLIENT INFORMATION

Law Firm/Client Name: _____

Contact Person (Paralegal/Attorney): _____

Phone Number: _____

Email: _____

Billing Address: _____

CASE INFORMATION

Court Of/County: (ex.Common Pleas)

Case Number: _____

Plaintiff: _____

Defendant: _____

Documents to be Served: (e.g., Summons, Complaint, Subpoena) _____

SERVICE RECIPIENT INFORMATION

Full Name of Individual/Business: _____

Primary Service Address: _____

(Include Apartment/Suite Numbers and Gate Codes)

Alternative Address (Employer/Other): _____

Preferred Time for Service Attempt: _____

Physical Description/Identification Notes: _____

Vehicle Description (if known): _____

SERVICE SPECIFICATIONS

Standard

Priority

Rush

Same-Day

E-File: Yes or No Zip Code _____ Add ons: _____

Special Instructions: (e.g., specific safety hazards, property access details, or unique handling requirements; known dogs, weapons permit, known to be hostile)

*By signing this work order you acknowledge and agree to our Service Terms and Conditions Outlined below.

Service Terms and Conditions

1. **Rates:** All fees are outlined in our current pricing sheet or upon previously agreed project quote.
2. **Payment:** Invoices are due within [48] hours of resolution unless otherwise agreed upon and payments can be made via Cash, Cash App, Chime, Direct Deposit or Firm Check.
3. **Additional Fees:** Must be included at the time of resolution payment.
4. **Non-Refundable Fees:** Process Server fees are earned upon the first attempt. No refunds will be issued if the subject is not found, moves, evades or refuses service.
5. **Limitation of Liability:** Tri County Process Server LLC is not liable for delays caused by incomplete information provided by the client, severe weather, subject evasion, or court processing time.
6. **Damages:** Our total liability for any claim or breach is strictly limited to the total fees paid by the client to Tri County Process Server LLC for the specific service in question.
7. **Filing and Notarization:** We will provide a Notarized Proof of Affidavit upon completion within [48] hours of the next business day.
8. **Termination:** Either party may terminate the agreement for any reason by providing a [7] day written notice. The client remains responsible for all work performed and costs incurred up to the date of termination. Any monies owed to Tri County Process Server LLC must be paid in full on or before the termination date.
9. **Governing Law:** These terms and conditions shall be governed by and construed in accordance with the laws of the state of South Carolina and so shall be considered a binding contract.
10. **Breach of Contract:** Any disputes arising from this agreement which can not be resolved between parties shall be resolved in the courts located in Union County, South Carolina.

*Note: All work orders must be completed and submitted before service can begin.

AUTHORIZATION

Authorized Signature: _____ Date: _____

Title: _____

*Individuals can simply write "Individual" on the Title line.

Please return this form to ecmckean@tricountyprocessserverllc.com