

Crystal N. Edwards
Eye Spy Private Eye

Licensed Private Investigator
Certified Process Server | Certified Mediator
Serving Oklahoma Statewide

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eyespyprivateeye.com

Discovering the Truth

Discreet. Strategic. Trusted.

PRIVATE INVESTIGATOR / PROCESS SERVER SERVICES AGREEMENT

This Agreement is entered into on the ___ day of _____, 20___ between Investigator and Client.

Client Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

1. SERVICES

Investigator may provide investigative and litigation support services including skip tracing, surveillance, asset searches, custody investigations, witness location, infidelity investigations, judgment recovery investigations, background investigations, litigation support, and service of process. All services comply with applicable federal law and the laws of the State of Oklahoma. No guarantees are made regarding results.

2. INVESTIGATIVE FEES

Investigative services are billed at \$150.00 per hour. Billing includes investigative research, surveillance, digital investigation, documentation, report preparation, and case communication. Time is billed in 15-minute increments.

3. SURVEILLANCE MINIMUMS

Surveillance assignments require a minimum billing period of four (4) hours. Additional investigators may be used when necessary for safety or operational effectiveness.

4. PROCESS SERVICE

Process service is billed at \$50.00 per individual served, plus mileage and travel expenses. Additional attempts or investigative efforts to locate the subject may result in additional charges.

5. RETAINER

A minimum retainer of \$300.00 (two hours investigative time) is required before investigative services begin. Surveillance assignments require a four-hour retainer (\$600.00). Services may pause if the retainer is depleted until additional funds are received.

6. MILEAGE AND TRAVEL

Mileage is billed at the current IRS standard mileage rate. Client agrees to reimburse Investigator for travel, database fees, court record retrieval, tolls, parking, filing fees, and related expenses.

7. REPORTS AND EVIDENCE

Investigative findings may be provided through written reports, surveillance logs, photographs, video recordings, digital evidence, or other documentation reflecting factual findings.

8. COURT TESTIMONY

Depositions, trial testimony, mediation, or other court appearances are billed at \$350.00 per hour with a four-hour minimum per appearance. Preparation time, waiting time, and travel time are billed separately.

9. CANCELLATION POLICY

Cancellation with less than 24 hours notice results in a two-hour fee. Cancellation with less than 12 hours notice results in a four-hour fee.

10. ASSET LOCATION / JUDGMENT RECOVERY

Asset investigations may include employment verification, property ownership searches, vehicle ownership records, and business affiliations. Recovery of assets or judgments is not guaranteed.

11. CONFIDENTIALITY

All investigative information will be handled confidentially and disclosed only to the Client, Client's attorney, or when required by law or court order.

12. CLIENT RESPONSIBILITIES

Client agrees to provide accurate and truthful information. Investigator is not responsible for results affected by false or incomplete information.

13. LIMITATION OF LIABILITY

Investigator shall not be liable for indirect or consequential damages. Liability shall not exceed the total amount paid by the Client under this Agreement.

14. TERMINATION

Either party may terminate this Agreement at any time. Client remains responsible for services and expenses incurred prior to termination.

15. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma.

16. CREDIT CARD AUTHORIZATION

Client authorizes Investigator to charge the credit card provided for services rendered. Client agrees to pay any merchant processing or credit card fees associated with payment.

17. ACCEPTANCE

Client acknowledges that they have read and agree to the terms of this Agreement.

18. ATTORNEY-CLIENT PRIVILEGE

When retained by an attorney, investigative work may constitute attorney work product and may be protected by attorney-client privilege where applicable.

19. SURVEILLANCE AND LEGAL COMPLIANCE

All investigative activities will comply with federal and Oklahoma law. Investigator will not conduct unlawful surveillance or illegal investigative activity.

20. EVIDENCE ADMISSIBILITY DISCLAIMER

Admissibility of evidence is determined by the court. Investigator cannot guarantee that evidence will be admitted.

21. INVESTIGATIVE EFFORT DISCLAIMER

Investigative services are based on time and expertise, not guaranteed results. Charges apply even if the subject is not located or observed.

22. NON-REFUNDABLE INVESTIGATIVE TIME

Investigative time including research, surveillance, travel, and reporting is earned when performed and is non-refundable.

23. CLIENT PURPOSE AND MISUSE

Services must be requested for lawful purposes. Investigator may terminate services if misuse, harassment, or unlawful intent is suspected.

24. SOCIAL MEDIA / ONLINE INVESTIGATION

Investigator may review publicly available online information and social media as part of lawful digital research.

25. SUBPOENA / COURT APPEARANCE

If subpoenaed or requested to appear in court, testimony is billed at \$350.00 per hour with a four-hour minimum plus travel and preparation time. Court appearance fees must be paid in advance.

26. INVESTIGATIVE FILES

Investigative notes, reports, and surveillance materials constitute investigator work product and remain the property of the Investigator unless otherwise required by law.

27. SERVICE OF PROCESS DISCLAIMER

Service attempts are based on reasonable investigative efforts and cannot be guaranteed. Fees are earned regardless of successful service.

28. CHARGEBACK PROTECTION

Client agrees not to initiate credit card chargebacks for services performed. Client is responsible for collection costs and attorney fees if recovery becomes necessary.

29. PRIVACY AND HARASSMENT PROTECTION

Client agrees to indemnify and hold harmless the Investigator from claims of harassment or invasion of privacy arising from the Client's use of investigative information.

30. VENUE, ATTORNEY FEES, AND COLLECTION

Any legal action shall be brought in the courts of Oklahoma in the county where Investigator's principal place of business is located. Client agrees to pay attorney fees, court costs, and collection expenses required to recover unpaid balances.

Client Signature: _____
Printed Name: _____
Date: _____

Investigator: Crystal N. Edwards
Signature: _____
Date: _____