

## **Process Serve Terms and Conditions**

MIP requires payments in advance for new clients or we will hold the POS until payment is received. Billing is net 15 and there is a \$5.00 per serve late fee.

Please provide a recent POAV (within the last 45 days) with your papers so that we have the most accurate address information as possible. We are no longer submitting POAV because the turn-around time from the Post Office has become unacceptable.

We bill mileage at \$0.83 per mile round-trip once, from the Court where the documents originated from to the individual. If the documents do not originate from the same county where the individual is being served, then we bill mileage from our office to the Defendant.

If you don't want us to make any more attempts or want your papers back and we have made one attempt on the Defendant, you will still be responsible for our service fee and appropriate mileage fee.

You are responsible for paying all invoices regarding our services. It is not our responsibility if your client does not pay for your services. You have 'hired' our firm and you agree to compensate us accordingly.

If an alternate address such as a P.O.E. is provided for service attempts, we will make (3) attempts at each location if necessary and bill round-trip to each address one time plus \$10.00 per address where an attempt was made. Realize that the billing amount will be higher than what is listed on the POS.

A \$.25 per page copy fee will be billed for emailed documents.

Investigation time and database searches are billed at a separate rate in addition to the service and mileage fees.

We bill service fees and mileage fees for each individual and/or entity.

Daily schedule is based on 12:00pm (noon) for documents that need to be picked up, emailed, mailed or received UPS/FedEx. Example, we receive documents at 2:00pm on Friday for Pleadings that need to be served by Monday, the rate will fall under the 2-3 day service rate.

If you request us to return the Affidavit, Proof of Service or original papers back to you via US Mail, UPS, FedEx, etc. you will be billed an administrative fee of \$1.00-\$10.00 depending on our costs and time.