

Alpha Agency Retainer Agreement

This Agreement is entered into on _____, by and between Alpha Agency, a Florida licensed private investigative agency, License No. A 2900318, herein referred to as (AGENCY), and _____ herein referred to as (CLIENT).

SCOPE OF WORK:

CLIENT retains AGENCY to conduct an investigation and/or provide investigative services. The actual time and manner in which the investigative services are conducted shall be left to the sole discretion of the AGENCY. CLIENT agrees NOT to interfere or act in any manner that may disrupt the ongoing investigation. Doing so may result in the immediate termination of the investigation by AGENCY and forfeiture of any remaining retainer.

RETAINER:

CLIENT shall place _____ in the possession of the AGENCY to serve as a retainer for services. Should the retainer be insufficient, CLIENT agrees to pay the AGENCY the additional amount in full upon receipt of an invoice. A 3% processing fee applies to any Credit / Debit card transactions.

EARLY TERMINATION BY CLIENT:

The CLIENT may terminate the case at any time by providing written notice to the AGENCY. At that time, a final bill will be calculated and the client will be charged for services already provided. A refund of unused retainer fees will be paid to the CLIENT within 14 days.

EXPENSES:

CLIENT recognizes that AGENCY will likely incur expenses directly associated with conducting said investigation. As such, CLIENT shall be responsible for all reasonable expenses, including mileage at a rate of .55 cents per mile. Loss or damage of any equipment used in the investigation are the responsibility of the client and fair market value will be billed to replace such equipment as determined by the AGENCY.

REPORTS:

AGENCY will generate a written report of the investigation in a timely manner at the completion of the investigation. Reports will only be released to the client upon full payment of final invoice.

DISCLAIMER:

CLIENT expressly acknowledges that AGENCY'S fees are for services rendered only. **AGENCY MAKES NO WARRANTIES OR GUARANTEES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE RESULTS OF THIS INVESTIGATION. CLIENT IS PAYING SOLEY FOR THE TIME EXPENDED BY THE AGENCY.** No illegal or unethical services will be knowingly provided by AGENCY and CLIENT certifies that he/she/it is not knowingly requesting any illegal services. AGENCY reserves the right to decline or terminate, without advance notice, any assignment it deems to be illegal or unethical or in AGENCY's sole opinion detrimental to AGENCY. AGENCY will perform services in compliance with all state and federal laws, regulations and best practices.

A signed copy or a signed facsimile of this retainer agreement will be valid as an original.

AGREED BY THE PARTIES HERETO:

CLIENT SIGNATURE

Date

ALPHA AGENCY

Date

Print Clients Name

Print Clients Address