

PRINT FORM

DOCUMENT SERVICE CHECKLIST FOR CASH CLIENTS/PRIVATE INDIVIDUALS

ASK PROCESS SERVING INC.

Honesty & Trust

Please print out a copy of this sheet, fill in the required information, and attach it with your documents. This is to help you prepare the documents correctly and to provide the Process Server with important information required in order to serve your documents in a professional and timely manner. **All required fields are marked with an asterisk(*)**.

Your name:* _____

Your address:* (server returns his Affidavit of Service to this address): _____

Your telephone No.: * Home: _____ Cell/other: _____

How did you pay the \$300 retainer fee? (circle one): Visa M/C Money Order Certified Cheque** E-transfer
(Money Order or certified cheque can be included with your documents: **Please see notice on bottom of page.

If paid by Credit Card please provide: Date:* _____ **Authorization*:** _____

Please call Head Office to arrange payment by Credit Card to obtain your authorization number.

Name of party to be served:* _____

Address for service:* _____

Work address: (if possible) _____

Best time to serve, if at work provide working hours: (NOTE: Bear in mind each attempt is \$25.00 + mileage each time)

Is the party aware these documents are coming? (check one): Yes _____ No _____

Gender _____ Evasive _____ Aggressive _____ Height _____ Other _____

Maximum number of attempts you want server to make: _____ (server calls for further instruction after three)

If there are any deadlines that apply to service please indicate here: _____

How do you wish to receive your Affidavit of Service? (circle one): Regular mail Express post Courier

Please list the documents you are serving: (i.e.: Plaintiff's Claim, Application for Divorce)*

- 1) _____
- 2) _____
- 3) _____

Do you have a photo of the party being served? (Check one) Yes? _____ **No?** _____

If yes, please include it with your paperwork to assist for identification purposes. If no photo is available, please provide a detailed description of the party, if possible: _____

Date:* _____ **Signature:*** _____

Name: _____ **Date:** _____

Tel #: _____ **Address:** _____

****IMPORTANT NOTICE:** Certified cheques are only accepted as payment. Please ensure your personal cheque has been certified by your bank prior to sending your documents. We reserve the right to hold Affidavits of service at Head Office until funds have cleared.

ASK PROCESS SERVING INC.

OPEN ACCOUNT

It's about services.

We provide you pre-printed invoice customized data to input to your accounting system and electronic copies of your statements if required.

BILLING INFORMATION

Invoices – Discounts for high volume.

STATEMENTS

Computerized invoice Billings.

OPEN ACCOUNT

ASK process serving will only accept account application for a lawyer, law firms, notaries, public accountant, financial institution, government agencies.

Environmental companies (incorporated).

Engineers / Architects

Insurance companies and Adjusters, Real Estate companies, Strata Management companies.

Other firms who wish to do work with us (mortgage companies, real estate agents, individuals etc.) are required to pay by Visa / Master Card (credit card). We do not accept cash or cheques either in advance or upon receipt of the work.

If you fit the above criteria and is interested in becoming our client of ASK PROCESS SERVING INC., a credit account must be set up to provide service.

Please send our account information along with our term and conditions and limitation of liability can be completed online, printed and signed and faxed to accountant department at tel # 604-580-1830. Our accounting staff will be in contact with you.

TERMS and CONDITIONS & DISCLAIMERS and LIMITATIONS OF LIABILITY

Licensed and Insured

We are a result-oriented firm.

Please advise us of your specific needs and everything will be done to meet them. If you have a concern, please tell us immediately so we can deal with it promptly. We will do everything we can to assist you in resolving it.

FEES

The fees listed are the normal ones charged and do not include disbursements or GST. Where extra work is required. Our fees will reflect the additional work. ASK PROCESS SERVING INC. ("ASK") reserves the right to change our fees, service charges and disbursements without notice. All government fees are subject to change without notice. All invoices should read E & OE – Erros and Ommissions Excepted.

CREDIT POLICY

All disbursements are made on the condition that we will be reimbursed promptly. All disbursements over \$500.00 per invoice, are made on the understanding that they are covered by funds held in trust, and that in all instances, remittance will follow immediately. These disbursements are considered overdue if not received the next business day. All disbursements are conditional upon accounts being in good standing and complying with ASK account and credit requirements.

As most accounts involve disbursements, accounts are due upon presentation of our statement and are overdue if not paid in 30 days. Overdue accounts are subject to a service charge of 2% per month (26.83% per annum) from the date of the invoice. A Service Charge of \$35.00 will be applied to all NSF cheques.

LEGAL ADVICE DISCLAIMER

ASK does not provide legal advice. All information given by ASK should not be acted upon without reference to the relevant statutes, regulations, case law, administrative guidelines, and other primary sources. This includes any information given concerning our understanding of the law or about registry practice (or the practices of legal offices).

DATABASE AND LEGAL DESCRIPTION DISCLAIMER

ASK does not guarantee the accuracy of government, British Columbia Assessment Authority or other third-party databases. ASK is not be responsible for any loss, damage or injury arising from the inaccuracy/deficiencies/limitations of government and third-party databases which we use for our reports, searches and other activities.

British Columbia Assessment Authority does not guarantee the accuracy of its information. While ASK can provide a fast convenient and inexpensive method of obtaining legal descriptions. Care must be taken in relying on them. The only legal sufficient to prepare legal documents is the legal found on the Online Title Search Print.

THIRD PARTY DISCLAIMER AND OTHER DISCLAIMERS

ASK cannot guarantee the performance of agents and sub-agents including contractors, process servers and couriers who are not directly employed by ASK and we will not be responsible for any loss, damage or injury arising from their actions or omissions. Where ASK utilizes couriers, carriers or public transit, we cannot guarantee their performance or timeliness and disclaim responsibility for any loss, damage or injury arising from their actions, including loss of documents and late delivery. The same applies to damage caused by delay due to traffic accidents, heavy traffic or weather conditions.

In no event shall ASK be liable for any damages whatsoever, whether direct or indirect, punitive, special, incidental, or consequential damages (including, without limitation, for any loss of business, revenue, profits, goodwill, data, documents, property, materials or equipment, or other economic advantage or loss), arising out of or in connection with (1) failures of third parties including, but not limited to; subcontractors, couriers, transportation services, and other service providers (including telecommunications, hosting, and power providers); (2) problems inherent in the use of the internet and electronic communications; (3) natural disasters or other destruction or damage of ASK's facilities, acts of nature, war, civil disturbance, or any other cause beyond ASK's reasonable control; or (4) statements, products, proceedings or conduct of any third party. Without in any way limiting the generality of the foregoing, ASK is not liable for the acts or omissions of any third party on instructions from ASK.

INSURANCE

We carry full fledge liability insurance. We are proud to report that we have never had a claim against our insurance since our founding in 2019. A copy of our insurance binder is available on request.

Terms and Conditions and Limitations of Liability are subject to change without notice. For the most current policies ad more details, please visit our website at

Print Form

Please complete the following:

Firm/Company Name	Type of Business	
Address	Billing Address (if different)	
Phone	Fax	
Contact	Title	
Phone	Fax	E-mail

I would like to receive electronic communications from ASK Process Serving Inc., including "The Register" Newsletter and "Keeping You Informed" Updates.

Form of Business: Sole Proprietorship Partnership Corporation

Principals:

Name	Title
Name _____	Title _____
Name _____	Title _____

Which services do you normally expect to use?

Filing Court Process Serving Skip tracing Other _____

Are you an existing client of another agent? No Yes _____

How did you hear of ASK _____

I hereby authorize ASK to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account or any other direct business requirement. This consent is given pursuant to Chapter 78, Section 12, of the Credit Reporting Act, R.S.B.C. 1979.

The credit requirements, Terms and Conditions & Disclaimers and Limitations of Liability on page 1 of this application are acceptable and agreed to by the applicant.

Signed _____ Title _____ Date _____

THANK YOU very much for choosing ASK Process Serving Inc.!

Tel: (604) 580-1830 Fax: (604) 498-4438 12679 – 97A Avenue, Surrey, BC, Canada V3V 2H6

COURT PROCESS SERVING FILING SKIP TRACING