



NEW CLIENT INFORMATION FORM CUSTOMER PROFILE

Date: _____

Please complete, sign and return to Customer Service at customerrelations@attorneyscertified.com or fax to 661-377-1026.

By providing the following information, I am authorizing ACS to establish an account, provide services and charge all applicable fees to:

FIRM / COMPANY: _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP _____ PHONE _____

FAX _____ WEBSITE _____

PRIMARY CONTACT _____ TITLE _____ EMAIL _____

PRINCIPALS NAME _____ NAME _____

HOME ADDRESS _____ HOME ADDRESS _____

DRIVERS LICENSE _____ DRIVERS LICENSE _____

BUSINESS CORPORATION PARTNERSHIP SOLE PROPRIETOR LLC LLP

BILLING CONTACT _____ EMAIL _____ DIRECT PHONE _____

ONLINE ORDERING & TRACKING: ACS online ordering and tracking is fast, simple & secure. You authorize users accessing your account. Add, delete, or change authorized users at any time. Users may place orders for any type of litigation support - Court, Process & Photocopy Services (quick & easy .PDF file upload). To start, please provide authorized name and email address for each user (attach additional sheets if necessary):

NAME _____ NAME _____ NAME _____

EMAIL _____ EMAIL _____ EMAIL _____

Online ordering is optional. CHECK HERE if you prefer standard methods of placing orders, a Customer Service representatives will contact you shortly.

TERMS & AUTHORIZATION: All invoices are payable within ten (10) days from date of invoice. Payment is not contingent upon any case settlement. All accounts over thirty (30) days past due are subject to finance charges of 1.5% minimum \$5.00 per month. If ACS initiates legal action, for applicant's lack of payment, ACS shall be entitled to receive from applicant reasonable attorneys' fees to be determined by the court which such action is brought. Accounts may be required to provide a credit card payment authorization before any services are rendered.

By signing below, I agree to the foregoing terms and authorize ACS to establish an account, provide services and charge all applicable fees.

SIGNATURE _____

PRINT _____

TITLE _____

DATE _____