PROFESSIONAL INVESTIGATIVE SERVICES AGREEMENT

WORK ORDER • CLIENT AUTHORIZATION • LEGAL WAIVER

631-319-8000 | Info@IslandPi.com | www.IslandPi.com

Licensed by the New York State Department of State - Division of Licensing Services

1 CLIENT INFORMATION

Client Full Legal Name

Company / Organization

Home or Business Address

City, State and ZIP

Primary Phone

Email Address

2 INVESTIGATION REQUEST

Describe the investigation requested and its lawful purpose

Examples: surveillance, insurance fraud, infidelity, child custody, civil or criminal matter, missing person, background check, locate investigation, pre-employment screening, statement, photographs, or activity check.

3 SUBJECT / TARGET INFORMATION

Full Name

Date of Birth

Sex / Gender

Height / Weight

Hair / Eye Color / Glasses

Race / Identifying Description

Scars / Tattoos / Distinguishing Features

Telephone Number

Last Known Home Address

Employer / Work Address

Vehicle Year / Make / Model / Color

License Plate / State

Additional information that may assist the investigation

REQUIRED SAFETY DISCLOSURE

Does the subject have a restraining order, order of protection, or stay-away order against you or family?

☐ Yes ☐ No

4 CLIENT REPRESENTATIONS AND AUTHORIZED USE

Engagement.
The client employs Long Island Private Investigator LLC ("LIPI"), a duly licensed and bonded private investigation company under New York law, to perform the lawful services described in this agreement.

Confidentiality and lawful use.
Information furnished by LIPI is confidential and solely for the client's lawful use. It may not be used or disclosed for stalking, harassment, intimidation, discrimination, physical or emotional harm, or any unlawful purpose.

Truthful information and authority.
The client represents that supplied information is accurate to the best of the client's knowledge and that the request has a legitimate, lawful purpose. The client accepts responsibility for damages caused by false information or misuse.

No interference.
The client and related persons must not interfere with the investigation. This includes ride-alongs, driving past or visiting surveillance locations, alerting the subject, or contacting investigators during active surveillance except when requested.

Operational safety.
Live updates may be available case by case. Exact investigator positions or surveillance locations will not be disclosed while an assignment is active. Relevant details may be included in the final report.

Termination for interference.
LIPI may immediately terminate an assignment and close the file if interference occurs. Unused payment may be retained for reserved time, expenses, risk, and disruption, to the extent permitted by law.

Uncontrollable circumstances.
LIPI does not guarantee a particular result and is not responsible for circumstances outside its reasonable control, including inaccurate client information, subject actions, traffic, weather, access restrictions, or unforeseen events.

Indemnification.
To the fullest extent permitted by law, the client agrees to indemnify and hold harmless LIPI and its personnel from claims, damages, costs, or demands arising from the client's instructions, misinformation, interference, unlawful conduct, or misuse of information.

5 FEES, SCHEDULING AND PAYMENT

SURVEILLANCE - FOUR-HOUR FLAT RATE	$465.00

Extension of time: If additional surveillance time is needed and authorized while investigators are in the field, the client may extend the assignment by paying for additional time as it is incurred, at the agreed rate.

Signed statement with report	**$200.00**
Alive and well check with report	**$150.00**
Comprehensive report	**$150.00**
Legal testimony fee	**Minimum $300.00**
Process serving - flat rate (up to three attempts, affidavit of service included)	**$150.00**

Cancellation: At least 24 hours' notice is required to cancel scheduled surveillance. Otherwise, a minimum $150.00 cancellation fee applies.

Payment: Venmo, Zelle, or PayPal. When approved in advance, a money order or bank check may be made payable to Long Island Private Investigator LLC. Credit cards are not accepted.

Authorization: No additional services will be performed and no additional charges will be incurred without the client's verbal or written authorization.

Future assignments: This agreement may apply to future work for the same client unless otherwise agreed in writing. Pricing and assignment-specific terms may be updated.

Deliverables: Upon completion, LIPI will provide a written report and available evidence gathered, such as photographs or video. Reasonable efforts will be made for accuracy, but LIPI assumes no responsibility for inadvertent errors or omissions.

VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION IS REQUIRED.

Provide a legible copy with this agreement using a delivery method approved by LIPI. Do not email sensitive identification unless using a method approved by LIPI.

CLIENT CONSENT AND ELECTRONIC SIGNATURE

COMPLETE ALL REQUIRED ITEMS

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6 CLIENT CERTIFICATIONS

I certify that the information I provided is true and complete to the best of my knowledge.

I certify that I am requesting services for a legitimate and lawful purpose.

I agree not to use information obtained for harassment, stalking, intimidation, harm, discrimination, or any illegal purpose.

I authorize LIPI to perform the services described and understand that investigative results cannot be guaranteed.

I have read and agree to all terms and conditions in this agreement.

7 ELECTRONIC SIGNATURE AND ACCEPTANCE

By typing or signing my name below and submitting this agreement electronically, I intend to sign this agreement and consent to electronic records and signatures. A typed signature has the same effect as my handwritten signature to the extent permitted by applicable law.

Client Name (Printed)

Date

LIPI File Number (office use)

Client Signature / Typed Electronic Signature

LIPI Representative / Authorization Notes

ATTACHMENT CHECKLIST

Copy of valid photo ID is attached or will be delivered separately

Copy of restraining / protection / stay-away order is attached (if applicable)

ANY INFORMATION RELEASED BY THE CLIENT AND USED FOR AN ILLEGAL PURPOSE MAY BE PUNISHABLE BY LAW.