

# KELMAR & ASSOCIATES

Telephone (210) 342-0509  
2553 JACKSON KELLER, SUITE 200

Fax (210) 342-0731  
SAN ANTONIO, TX. 78230

## CONTRACT FOR SERVICES

Kelmar and Associates, Inc., hereby agrees to provide the following person \_\_\_\_\_  
\_\_\_\_\_ (hereafter called "client") with investigative  
services as follows:

\_\_\_\_\_ Surveillance      \_\_\_\_\_ Background Investigation      \_\_\_\_\_ Locate/Skip Trace  
\_\_\_\_\_ Marital Infidelity      \_\_\_\_\_ Theft/Embezzlement      \_\_\_\_\_ Corporate Investigation  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

Kelmar and Associates agrees to provide the client with a written report, supporting documents, videotape or other relevant information upon completion of the services requested by the client. Kelmar and Associates agrees to initiate the investigation within three (3) working days or at any other date and time mutually agreed upon by the parties involved.

Kelmar and Associates' hourly rate is \$80.00, the mileage rate is .60 per mile, and expenses related to the investigation are additional (at cost). The client agrees to these terms and/or to the following terms: \_\_\_\_\_

The client understands that our agency shall use the best efforts to investigate or retrieve the information in the matter indicated, however, no specific results are guaranteed or promised. The client hereby agrees to allow the investigator(s) to perform the investigation at their discretion utilizing any lawful means deemed appropriate. Any interference by the client in this investigation or any misrepresentation of information will render this contract null and void and any retainer shall be forfeited to Kelmar and Associates.

Kelmar and Associates has received a retainer from the client in the amount of \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_,  
for services and costs expected to be rendered in the near term. The retainer will not be exceeded unless first agreed upon by the client. Should a balance be due, said balance is payable upon receipt upon completion of the investigation and receipt of the final report by the client. Payment not received within thirty (30) days from the completion of services (final report date) will be assessed a late fee applicable per law against the amount owed. If client chooses to pay by credit card, client hereby waives the right to contest the charges. Should collection and/or legal services be required to obtain the balance due, the client will pay the reasonable and necessary costs of doing so.

I \_\_\_\_\_ (client) have read, understood and agree to said contract  
and hereby agree to retain Kelmar and Associates, Inc. on my behalf on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
CLIENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Kelmar Representative

\_\_\_\_\_  
Date

**CREDIT CARD AUTHORIZATION FOR PAYMENT**

I, \_\_\_\_\_, hereby authorize Kelmar and Associates to charge my credit card \$\_\_\_\_\_ for services rendered and agree not to contest this charge. The following information is as follows:

Name on Card: \_\_\_\_\_

Billing Address for Card Holder: \_\_\_\_\_  
\_\_\_\_\_

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date