



1201 E West Hwy Suite 139, Silver Spring, MD 20910 ♦ [www.wcdintegrity.com](http://www.wcdintegrity.com) ♦ 202-599-0006

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Dear Customer,

Thank you for choosing WCD Integrity Solutions! This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

### **Getting Started**

To get started on your case, WCD Integrity Solutions requires:

- a completed Intake Form,
- a \$500 retainer, and
- a signed Retainer Agreement

Intake Form and Retainer Agreement are attached to this letter.

### **Costs and Retainer**

Investigative work will be billed at \$89 per hour plus expenses. If the investigation is completed before the initial retainer is exhausted, you will receive a refund of the remaining balance. If continued investigation is needed, you will be billed for any additional investigative costs. Additional retainer fees may be required.

### **Your Case**

The Intake Form you provide will give us an overview of your case. Please be as detailed as possible so that we can provide you with the exact services you need. If we need more information, we will contact you by phone to discuss your case. Please provide us with contact numbers and the best times to reach you.

We look forward to serving you! If you have any questions at all, do not hesitate to call or email us!

Sincerely,

Chris Davenport  
Chief Administrative Officer  
WCD Integrity Solutions  
[cd@wcdintegrity.com](mailto:cd@wcdintegrity.com)



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### **INTAKE FORM**

Your Full Name	
Your Address	
Primary Phone #	
Secondary Phone #	
Email address	
When are the best times to call you?	
What type of investigation do you want?	<input type="checkbox"/> Alimony <input type="checkbox"/> Asset Search <input type="checkbox"/> Background <input type="checkbox"/> Infidelity <input type="checkbox"/> Personal Records <input type="checkbox"/> Witnesses <input type="checkbox"/> Missing Person <input type="checkbox"/> Skip Trace <input type="checkbox"/> Surveillance <input type="checkbox"/> Undercover <input type="checkbox"/> Other _____
Briefly, tell us your story	
What specific information or evidence would you like us to look for?	
If you want an infidelity investigation, what signs have you seen so far?	<input type="checkbox"/> Working a lot of overtime <input type="checkbox"/> Excessive use of the internet <input type="checkbox"/> Additional mileage on the car <input type="checkbox"/> Hanging out with new friends <input type="checkbox"/> Smells of perfume or alcohol <input type="checkbox"/> Hiding the phone/cell bill <input type="checkbox"/> Personal purchase of an extra cell phone <input type="checkbox"/> No longer interested in sex <input type="checkbox"/> No longer wearing a wedding band <input type="checkbox"/> Saying "I need space" <input type="checkbox"/> Other _____
Do you own or carry any weapons?	
Does the person you want investigated own or carry any weapons?	
Is there currently a restraining order against you?	
Have you hired a private Investigator in the past? If yes, was it regarding this case? If so, what happened?	
Information about the person you want investigated:	Name _____ Date of Birth _____ Address _____ Employer/Occupation _____ Criminal Record? <input type="checkbox"/> Yes <input type="checkbox"/> No Details _____ Other known information:



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### **RETAINER AGREEMENT**

This Agreement is entered into by and between WCD Integrity Solutions LLC, herein referred to as (AGENCY), and the undersigned client, 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 \$500 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.

**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 \$0.58 per mile.

**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 SOLELY 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

\_\_\_\_\_  
WCD Integrity Solutions

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLIENT'S NAME (printed)