

INVESTIGATIVE SURVEILLANCE GROUP
Private Process Service Information

ADVANCE PAYMENT REQUIRED

\$85.00* Tennessee statewide process service – all 95 counties

Other Service Rates

Invalid Address - \$85.00* charge remains, no refund

Locate Valid Address - \$50.00 extra charge (*only* at client's request)

Re-serve at Validated Address - \$85.00* additional charge, no refund

Change Order/Processing Fee - \$30.00 (client changed instructions for service)

Multiple Service at Same Residential Address - \$85.00* per person
(this is an avoidance of service charge on multiple defendants, no refund*)

Multiple Service at Same Business Address - \$85.00* first person, \$25.00 each additional person

(Notary and Affidavit Service are included free of charge with each process service)

Affidavit returned to client via regular United States Postal Service; *for overnight return, client provides return envelope*

Legal Process Service/Small Claims/Pro Se

Nationwide Process Service - \$85.00

Within 10 business days - \$105.00

Within 5 business days - \$135.00

Within 2 business days - \$160.00

Service of Small Claims - \$135.00

(Affidavit returned to client via regular United States Postal Service;
for overnight return of affidavit, client provides return envelope)

Government Process Service

Call for Customized Fee Schedule

▣ Flat Rates Nationwide ▣ Volume Discounts ▣ Monthly Billing ▣ Itemized Invoices

International Process Service

Canada \$350.00 ▣ Caribbean \$350.00 ▣ Central America \$350.00

All Other International Process Service \$650.00

Call for Rush Service or Same Day Service

Rush service prices starting at \$160.00

Same day service prices starting at \$300.00

(Affidavit returned to client via regular United States Postal Service;
for overnight return of affidavit, client provides return envelope)

Advance Payment: check, cashier's check or money order payable to: Investigative Surveillance Group

Regular & Overnight Mailing Address: Investigative Surveillance Group
1828 Cason Trail
Murfreesboro, TN 37128

* Valid Address; Payment in Advance; Faxed or Emailed Copies of Documents are not Accepted Without Prior Payment Approval

Tel: 615-456-5140 ♦ Fax: 615-893-7892 ♦ Email: sales@isgsiu.com

INVESTIGATIVE SURVEILLANCE GROUP
Request For Process Service Form

Attached pages must be completed and returned with the process service request.

Company Name/Contact Name: _____

Address: _____

Phone# _____

Fax# _____

Email: _____

Last Day To Serve: _____

RUSH: (Extra Fee Applies to Rush Service)

Court Date: _____

Call for Rush Service or Same Day Service Rates

Documents: (exactly as it should appear on affidavit of service)

Serve: (exactly as it should appear on affidavit of service)

Notary Required: YES or NO (circle one)

Provide Your Proof of Service (2 Originals Required)

Use ISG Proof of Service

IMPORTANT! SERVICE REQUESTED IN THE MANNER(S) CHECKED BELOW:

If prior attempts have proved difficult, please advise so that we may use the proper techniques and counter measures in completing your service. Please also include if local sheriff's office has attempted service.

U.S. Mail Service

Private Process Server

Sheriff's Office (please circle all previous attempts that apply)

Comments: _____

Personal Service: By personally delivering copies to the person being served. Unlimited number of attempts on a valid address will be performed. Note: If an invalid address is provided, ISG will notify you via email or telephone.

Substituted Service At Residence: By personally delivering copies to the dwelling house or usual place of abode of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least ___ years of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left.

Substituted Service At Business: By personally delivering copies to the office or place of business of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least ___ years of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should/should not mail copies of the same to the address where the papers were left.

Posting: By posting copies in a conspicuous manner to the address of the person/entity being served. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left.

* Valid Address; Payment in Advance; Faxed or Emailed Copies of Documents are not Accepted Without Prior Payment Approval

INVESTIGATIVE SURVEILLANCE GROUP
Defendant Profile Information

Name _____ Alias/Other Name _____

Home Phone _____ Mobile Phone _____ Work Phone _____

Home Address _____

Work Address _____

Description: *DOB/Age* _____ *Sex* _____ *Race* _____ *Hgt.* _____ *Wgt.* _____ *Eyes* _____

Hair Color/Length _____ *Complexion* _____ *Scars/Marks* _____

S.S.# _____ Driver License No. _____ Driver License State _____

Vehicles:

Make _____ *Model* _____ *Color* _____ *License Tag #* _____

Make _____ *Model* _____ *Color* _____ *License Tag #* _____

Employment: (Company Name, Address, Telephone, Occupation, Work Schedule)

Additional Information _____

* Valid Address; Payment in Advance; Faxed or Emailed Copies of Documents are not Accepted Without Prior Payment Approval

MEMBER:

NAPPS ♦ NATIONAL ASSOCIATION OF PROCESS SERVERS
USPSA ♦ UNITED STATES PROCESS SERVERS ASSOCIATION
TPIA ♦ TENNESSEE PROFESSIONAL INVESTIGATORS ASSOCIATION
TAPPS ♦ TENNESSEE ASSOCIATION PROFESSIONAL PROCESS SERVERS
CASA ♦ COURT APPOINTED SPECIAL ADVOCATES

Tel: 615-456-5140 ♦ Fax: 615-893-7892

Web: www.isgsiu.com ♦ Email: sales@isgsiu.com