

Guardian Investigations
& Document Services, Inc. Service Agreement:

This agreement, effective _____ is between Guardian Investigations and Document Services, Inc. (GIDS) and the following named Client/ Company _____.

1. Client/ Company will use the services and reports received from GIDS in strict compliance with all provisions of the Fair Credit Reporting Act (FCRA), and all other applicable federal and state laws and regulations.
2. Client/ Company will make a clear and accurate disclosure to the applicant, in writing and in a separate document that a consumer report may be obtained for employment purposes. User will obtain the proper written authorization from the applicant for any consumer report prior to requesting any report.
3. If any adverse decision regarding employment is going to be made due to information provided by GIDS, Client/ Company agrees to provide proper notice to the applicant or employee, a copy of the report obtained, and a **Summary of Rights, as required by the FCRA.**
4. Client/ Company will ensure that reports will be requested only by designated representatives and forbid employees from obtaining reports on themselves, associates or any other person except in the exercise of their official duties.
5. Client / Company acknowledge that GIDS may be accessing various computer databases or other types of information/ records maintained or procured by third parties. GIDS make reasonable and diligent efforts to obtain accurate information for its clients by using authoritative sources of information. GIDS, however, does not warrant that it will find all possible relevant articles /citations on a given subject. In addition, GIDS makes no warranty of any kind as to the accuracy or the completeness of information provided by it, and shall not be responsible for any resulting damage including, without limitation, any special, incidental, or consequential damages (and including reasonable attorney's fees.)
6. GIDS agree to re-verify at no cost any disputed report when the Client/ Company or the subject makes a request in accordance with applicable law. The report will be in writing and delivered in a timely manner.
7. Payment for services will be on a statement system. Terms are NET 15 days. For each response to a request for information, including one which results in no or minimal records found, Client/ Company agrees to pay GIDS for each such request upon presentation of invoice. Client/ Company agree to pay all costs, including attorney's fees, incurred by GIDS in collection of any amounts due from Client/ Company.
8. Client hereby acknowledges receipt of the Summary of Consumer Rights and a copy of the FCRA.
9. Client also agrees that a facsimile of this agreement is as legally binding as an original.

AGREED AND ACCEPTED BY:

**Guardian Investigations
& Document Services, Inc.**

Client _____
Title _____

Signature _____

Signature _____

Title _____

Print Name _____

Date _____

Date _____