

## **BACKGROUND CHECK PROFESSIONALS CLIENT SERVICE AGREEMENT**

The undersigned for \_\_\_\_\_, the "Client", does hereby desire to use the services of Background Check Professionals, (BCP) Client hereby certifies that the information ordered from, and submitted to BCP will be requested under the following conditions:

**1. BCP agrees to:**

- a) Comply with all applicable laws in the preparation and transmission of the reports for employment purposes as defined in 15 USC-1681 et sq., as regulated by the Federal Trade Commission.
- b) Follow reasonable procedures to assure maximum possible accuracy of information reported subject to paragraph 2-c below, and to re-verify if requested by Client or their applicant, with no additional charge if original information was inaccurate.
- c) Upon written request made by the applicant to BCP or to the Client within a reasonable period of time after the receipt by applicant of the disclosure required by subsection 12 USC-1681d, BCP shall make a complete and accurate disclosure of the nature and scope of the investigation required. This disclosure shall be made in writing, mailed, or otherwise delivered to the applicant not later than Five (5) days after the date on which the request for such disclosure was received from the applicant.

**2. Client agrees:**

- a) To keep all reports, whether oral or written, strictly confidential, and except as required under 15 USC-1681d, shall not divulge the information to any other person, except the person whose duty requires him to participate in the decision for the transaction for which the report was ordered.
- b) To request no information for use other than for employment purposes and to obtain and retain a proper release and authorization from each applicant.
- c) To recognize that information in reports is secured from and processed by fallible sources (human and otherwise) and that for the fee charged, BCP cannot be an insurer or guarantor of the accuracy of the information reported, but that BCP will provide the maximum degree of accuracy possible, under the circumstances. Client hereby releases BCP and it's affiliates, officers, agents, employees and contractors from liability from claims arising out of inaccuracy and/or incompleteness of the information reported.
- d) That BCP is not rendering a decision of whether to employ applicant or not. That decision is solely based on the Client's own criteria.

BCP has provided Client with a schedule of the charges for its reports and services. BCP will give reasonable prior notice (not less than thirty (30) calendar days) of any change in this schedule of charges. NOTE: BCP invoices on orders received. Client does hereby acknowledge that BCP fees are due upon delivery of each invoice, unless credit has been approved authorizing extended billing. A one-time charge of \$15.00, plus charge of 1.5% per month shall apply to any late payment. Client does agree to promptly pay invoices. Invoices will be paid no later than 10 days from the date of the invoice. Client's failure to pay will be subject to the laws of the State of Mississippi. This contract sets no terms for volume of reports to be ordered, and as

such may be terminated upon written notice by either party. Notwithstanding the cessation of this business relationship, the terms of this contract shall remain in effect for a period of not less than one year from such termination.

<b>CLIENT:</b>	<b>BACKGROUND CHECK PROFESSIONALS</b>
<b>BY:</b>	<b>BY: John D. Allmon</b>
<b>TITLE:</b>	<b>TITLE: OWNER</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>DATE:</b>	<b>DATE:</b>
<b>Address:</b>	<b>Address: 1808 Lemon Mint Cir</b>
<b>City:</b>	<b>City: Hoover</b>
<b>State / Zip:</b>	<b>State / Zip: AL 35244</b>
<b>Phone:</b>	<b>Phone: 601-450-2290</b>
<b>Fax:</b>	<b>Fax: 888-863-3050</b>
<b>E-Mail:</b>	<b>E-Mail: mail@bcpro.net</b>