



Everyone deserves to get paid for performance.



Contract for Engagement of Professional Services

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and covenants contained herein, the parties agree that the Contract of Engagement of Professional Services shall be stated as follows:

- 1.) **Scope of Professional Services:** V Credit Pro's goal is to provide a quality Lien and Bond Claim Servicing, on schedule and at a reasonable cost. Using our professional services, V Credit Pro will endeavor to work on your behalf to protect your lien and bond claim rights.
- 2.) **Professional Fees:** To get started is \$ 50.00. Before work commences, V Credit Pro will intake the project/job information sheet and confirm all is complete and accurate. The Lien and Bond Claim process will be explained for your state and for your particular situation. If your work is in a state that requires a "Pre-Lien Notice to Owner," will cost \$ 100.00. All other required "Notice of Intent to Lien," is a minimum cost of \$ 200.00 up to a balance due to you in the amount of \$ 20,000.00, thereafter 1% of balance due to you.
- 3.) **Plus Costs:** In the course of rendering services for you, it is necessary for us to incur expenses for items such as filing and recording fees, computerized legal research, notary service, overnight or special delivery service, postage, photocopying, facsimile transmissions, telephone calls, travel, but not limited to the above. The actual expenses incurred will vary depending on the services that V Credit Pro will provide for you. Expense items incurred will be itemized at actual cost.
- 4.) **Billing:** Invoices are billed after service is complete and is due upon receipt.
- 5.) **Payment Preference:** V Credit Pro would prefer payment method by check. There is a 3% convenience fee to accept a credit card as payment.
- 6.) **Late Fees:** If you fail to pay our invoice in full on or before the due date, V Credit Pro reserves the right to charge a monthly service charge equal to 1% of all of the past due balance. Additional works will not be provided if there remains a past due/unpaid balance.
- 7.) **Non-Payment in full:** In the event that V Credit Pro are required to file an action or proceeding to collect any late payment or assessed monthly service charge, you will be required to pay for all costs of collection, including without limitation all filing fees, third party expenses and attorney fees incurred for our efforts in collecting such amounts owed to V Credit Pro.
- 8.) **Continuing Guaranty:** In consideration for work performed by V Credit Pro for your company I, _____ personally guarantee prompt payment of all past, present and future indebtedness of your company. Should legal proceedings be necessary to collect your indebtedness to V Credit Pro, I agree to pay for all costs of collection, including without limitation all filing fees, third party expenses and attorney fees incurred for our efforts in collecting such amounts owed to V Credit Pro.
- 9.) **File Retention and Destruction:** Generally, at the conclusion of each matter, V Credit Pro will retain your file of work for a period of five years. At the expiration of the five year period, your file will be destroyed unless notified by you.

V CREDIT PRO

18482 Kuykendahl #106 Spring, Texas 77379
(844) 355-1055 • (281) 864-4858 FAX



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10.) Special Arrangements: V Credit Pro is not a law firm and does not provide, give or recommend any legal advice. If an attorney is required in your case, V Credit Pro will provide a referral service to a Law Firm in the correct jurisdiction.

11.) Other Matters: Unless we otherwise agree, the terms and conditions of this letter will apply to all matters which you engage us as your Lien and Bond Claim serving company.

Accepted:

Company Name: _____

Company Owner: _____

Physical Address: _____

Mailing Address: _____

City, State and Zip Code: _____

Cell: _____

Office: _____

Facsimile: _____

Email: _____

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