

New Client Set Up Form

To get you set up correctly in our computer system, please fill out this form and return to Hons Investigations.

Company Name: _____

Physical Address: _____
City State Zip

Mailing Address: _____
City State Zip

Please Complete this section about the person in charge of receiving and paying invoices.

Person Bills should be sent to: _____

Email Address: _____

Telephone Number: _____ **Ext:** _____

Fax Number: _____

Please Complete this section on persons authorized to order background checks.

Names of Individual(s) Authorized to Order Checks: _____

Email Address: _____

Telephone Number: _____ **Ext:** _____

Fax Number: _____

We would like to have our background check reports returned to us by the following means:

As an attachment sent by Email to: _____

If sent by email: **in Microsoft Excel Format** **in Adobe .pdf Format**

By Fax to: _____
Name Fax Number

By US Mail to: _____
Name Address City State Zip

Each Background check report will have the amounts of the searches and a total cost on the report. (see sample)

Hons Investigations can then bill you in several different ways.

Send Individual Itemized Invoice with Each Report (emailed by .PDF attachment, faxed, or mailed)

Send Individual Itemized Invoice with Each Report, but then send Statement on 1st and 15th

List Background check Number, Name & Price on a Bi-Monthly Statement (email, fax, mail)

Additional Comments: _____
