



RESEARCH REQUEST

Client Information

(form considered private when completed)

Client Name:	
Contact Information: phone, email	
Address: for accounting	

Internal	
File No.:	
Open Date:	
Category:	
File Manager:	
Budget:	

Subject Information

Name & aliases:	
Date of birth or age:	
Physical description: include photos if available	
Residential address: last known	
Vehicle:	
Family info.: spouse, children, siblings	
Employment info.: trade, certification	
Social media: Facebook, Instagram	
Known appointments: upcoming events	
Additional info: habits, sports, gym, cottage, etc.	
Miscellaneous:	



Investigative Request - Research Objective

- What type of information is being requested?
- For what purpose is the information being requested: workplace matter, court proceedings, safety concern etc.?

Payment Options

The following are payment /retainer options. Please discuss with your file manager.

- Interac Email Transfer - Credit card
- Using PayPal - By cash, certified cheque or money order to our office.

*Note: If a file in progress is canceled prior to completion, a fee for the hours of services will be billed.

**Note: if a report of our findings is required, a 1 hour administrative fee is billed.