



For first time and out of state clients, please complete and submit with your assignment(s). For existing clients, please complete this form if making a payment to your account.

Firm/Customer Name: _____ Acct # _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____ Country _____

Telephone Number: _____ Fax: _____

For Services Performed:

☐ Process service

☐ Skip tracing

☐ Court filing

☐ Statement

☐ Other: _____

Name on Card: _____

Credit Card Type: ☐ Visa ☐ Mastercard ☐ American Express

Card Number: _____

V-Code (3 digits on M/C & Visa, on back. 4 digits on Amex, on front): _____

Expiration Date: _____ Amount to charge: _____

This Authorization form is required for new clients and clients outside of California. For Clients in California, your first Order is always charged to a credit card. For clients outside California, all Orders will be charged to your card, unless prepaid by check. Once credit has been established, this authorization is a guarantee of payment. Big Boss Legal reserves the right to charge your card for past due balances not

paid within our credit terms. Because most of these transactions are performed electronically, it is not required that Big Boss Legal keep a physical credit card on file in order for the charge to the card to be valid. I UNDERSTAND THE CHARGE FOR THE ABOVE SERVICE IS NON-REFUNDABLE, NON-REVOCABLE, AND NON-CONTESTABLE. I WAIVE MY RIGHT OF REFUND AND/OR TO DISPUTE THE CHARGE. Big Boss Legal is authorized to charge your card for the amount of the charges incurred to complete the Order(s) submitted, as described in either your letter of instruction or other means, including this authorization. Big Boss Legal reserves the right to restrict the credit of any client for any reason. It is further agreed that this contract is negotiated in Los Angeles, CA. I certify that I am the holder of the above credit card, or have been authorized by the holder, to use it to pay for services provided by Big Boss Legal Services and I agree to all of the above terms and conditions.

Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

Authorization #: _____ Authorization Date: ____/____/____

Customer Number: _____

Big Boss Legal
10 W. Bay State St. #6563
Alhambra, CA 91802
Phone 1: 323-515-5671
Phone 2: 626-726-7707
Fax: 626-289-5946
www.bigbosslegal.com
info@bigbosslegal.com