VALPRO ATTORNEY SERVICES

LAW FIRM ACCOUNT AGREEMENT

California Statewide Litigation Support Services

This Law Firm Account Agreement ("Agreement") is entered into between Valpro Attorney Services ("Valpro") and the undersigned law firm, attorney, or business entity ("Client").

The purpose of this Agreement is to establish the terms and conditions under which Client may request and receive services from Valpro on an approved account-billing basis.

1. CLIENT ACCOUNT INFORMATION

Law Firm / Business Name:	
Business Address:	
City, State, ZIP:	
Primary Contact:	
Attorney Responsible:	
Telephone:	
Email Address:	
Accounts Payable Contact:	
Accounts Payable Email:	
Billing Address (if different):	

2. ACCOUNT APPROVAL AND AUTHORIZATION

All law firm accounts are subject to review and approval by Valpro Attorney Services.

Approval of an account does not establish an unlimited line of credit or guarantee continued account privileges.

Valpro Attorney Services reserves the right to establish, adjust, restrict, or revoke account credit limits based on payment history, outstanding balances, account activity, and other reasonable business considerations.

Client agrees that only authorized attorneys, employees, or designated representatives may submit service requests and incur charges under the account.

Client is responsible for maintaining an accurate list of authorized individuals and promptly notifying Valpro Attorney Services of any changes.

3. PAYMENT TERMS

Approved account clients shall receive payment terms of Net 30 days from the invoice date.

All invoices are due and payable within thirty (30) calendar days of the invoice date, unless otherwise agreed to in writing by Valpro Attorney Services.

Client agrees to pay all authorized charges for services performed, including applicable service fees, filing fees, court costs, mileage, additional service attempts, and other approved expenses.

Client agrees that payment obligations are not contingent upon reimbursement from a client, settlement of a case, recovery of damages, or the outcome of any legal proceeding.

4. LATE PAYMENT AND FINANCE CHARGES

Any undisputed invoice balance remaining unpaid after its due date may accrue a late payment finance charge at a rate of 2% per month, provided that the total annual finance charge shall not exceed 18% per year or the maximum rate permitted by applicable law, whichever is lower.

The finance charge shall be calculated on the overdue principal balance only and shall not exceed the amount permitted by applicable law.

No compounding of finance charges shall occur unless expressly permitted by applicable law.

Acceptance of partial payment shall not constitute a waiver of Valpro Attorney Services' right to collect the remaining balance.

5. INVOICE REVIEW AND DISPUTED CHARGES

Client agrees to review invoices promptly upon receipt.

Any billing discrepancy or disputed charge must be reported to Valpro Attorney Services in writing within fifteen (15) calendar days of the invoice date, identifying the specific invoice and disputed amount.

Client shall provide reasonable details supporting the dispute.

Undisputed portions of invoices remain payable under the payment terms established in this Agreement.

Both parties agree to make a good-faith effort to resolve billing disputes promptly.

6. SERVICES AND AUTHORIZED EXPENSES

Valpro Attorney Services may provide the following services, subject to availability and applicable authorization:

- Service of Process
- Rush and Expedited Process Serving
- Court Filing Services
- Electronic Court Filing (eFiling)
- Subpoena Services
- Document Retrieval
- Skip Tracing
- Secretary of State Services
- Other authorized litigation support services

Client acknowledges that service fees and additional expenses may vary depending on location, urgency, court requirements, document volume, and complexity of the assignment.

Court filing fees, statutory fees, mileage, additional attempts, and other third-party expenses shall be billed to Client when applicable.

7. CLIENT RESPONSIBILITIES

Client agrees to provide accurate and complete information necessary to perform requested services. This includes, when applicable:

- Correct names and addresses of parties to be served.
- Complete and legible legal documents.

- Applicable filing instructions and court information.
- Relevant deadlines and service requirements.
- Special instructions or restrictions associated with an assignment.

Client is responsible for determining the legal appropriateness of the requested service, identifying the proper parties, providing accurate instructions, and ensuring sufficient time is allowed for completion.

Valpro Attorney Services does not provide legal advice or determine litigation strategy.

8. SERVICE COMPLETION AND COMMUNICATION

Valpro Attorney Services will make commercially reasonable efforts to complete assignments in accordance with the service level requested and accepted.

Client acknowledges that completion times may be affected by circumstances beyond Valpro Attorney Services' reasonable control.

Valpro Attorney Services will provide applicable status updates and documentation through its designated communication channels.

Valpro Attorney Services does not guarantee that a recipient will be located, served, or that a court filing will be accepted by the court.

9. CONFIDENTIALITY AND DOCUMENT SECURITY

Valpro Attorney Services acknowledges that assignments may involve confidential legal documents, sensitive client information, and privileged communications.

Valpro Attorney Services agrees to use reasonable safeguards to protect Client information and to use such information only as reasonably necessary to perform authorized services, comply with legal obligations, and administer the business relationship.

Valpro Attorney Services will not knowingly disclose confidential Client information to unauthorized third parties, except as necessary to perform authorized services or as required by law.

10. ACCOUNT SUSPENSION AND CREDIT PRIVILEGES

Valpro Attorney Services reserves the right to suspend or restrict account privileges under circumstances including:

- Past-due or delinquent balances.
- Repeated late payments.
- Exceeding an established credit limit.
- Failure to resolve material billing issues.
- Other reasonable concerns regarding account creditworthiness.

Valpro Attorney Services may require prepayment, a deposit, or other payment arrangements before accepting additional assignments.

Suspension of account privileges does not release Client from its obligation to pay outstanding balances or previously authorized charges.

11. NEW CLIENTS AND PREPAYMENT

Clients who have not received written approval for account billing privileges must prepay for requested services.

Submission of a service request does not automatically establish an approved billing account.

Valpro Attorney Services reserves the right to require prepayment for particular services, assignments, or expenses, regardless of whether Client maintains an approved account.

Any exception must be approved in writing by Valpro Attorney Services.

12. CANCELLATIONS AND WORK ALREADY PERFORMED

Client may request cancellation of an assignment by contacting Valpro Attorney Services.

Client remains responsible for authorized services already performed and expenses already incurred before cancellation is received and acknowledged.

Certain assignments may not be cancellable once work has commenced or third-party expenses have been incurred.

Applicable cancellation charges, if any, will be communicated to Client.

13. TERMINATION OF ACCOUNT

Either party may terminate this Agreement by providing written notice to the other party.

Valpro Attorney Services may suspend or terminate account privileges immediately when reasonably necessary to address nonpayment, suspected unauthorized account activity, or material breach of this Agreement.

Termination shall not eliminate Client's responsibility for outstanding invoices, authorized services performed, or expenses incurred before termination.

All outstanding balances shall remain due under the payment terms established in this Agreement.

14. LIMITATION OF RESPONSIBILITY

Valpro Attorney Services agrees to perform authorized assignments in a professional manner and exercise reasonable care consistent with the services being provided.

Valpro Attorney Services shall not be responsible for delays or failures resulting from inaccurate information supplied by Client, circumstances beyond its reasonable control, court decisions, or actions of third parties.

Nothing in this Agreement shall exclude or limit liability to the extent such exclusion or limitation is prohibited by applicable law.

15. INDEPENDENT CONTRACTOR RELATIONSHIP

Valpro Attorney Services operates as an independent service provider.

Nothing in this Agreement shall create an employment relationship, partnership, joint venture, or attorney-client relationship between Valpro Attorney Services and Client.

16. GOVERNING LAW, JURISDICTION AND VENUE

This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

The parties agree that jurisdiction and venue for any legal action, claim, or proceeding arising out of or relating to this Agreement shall be vested in the state courts located in Sacramento County, California, or, where federal jurisdiction applies, the appropriate federal court serving Sacramento, California, to the extent permitted by applicable law.

Each party consents to the personal jurisdiction of those courts for such proceedings, subject to applicable law.

17. ENTIRE AGREEMENT AND MODIFICATIONS

This Agreement represents the understanding between Valpro Attorney Services and Client concerning the account-billing relationship and supersedes prior discussions concerning the same subject matter.

Any modification must be made in writing and approved by both parties.

If any provision is determined to be unenforceable, the remaining provisions shall remain in effect to the extent permitted by law.

18. ELECTRONIC SIGNATURES AND ACCEPTANCE

The parties agree that electronic signatures and electronically transmitted copies of this Agreement may be treated as originals to the extent permitted by applicable law.

By signing below, the undersigned represents that they have authority to bind the Client and agrees to the terms and conditions contained in this Agreement.

CLIENT AUTHORIZATION AND SIGNATURE	VALPRO ATTORNEY SERVICES
Law Firm / Business Name: _____	**Company:** **Valpro Attorney Services**
Authorized Representative: _____	**Authorized Representative:** **Henry Valentin**
Title: _____	**Title:** **CEO**
Signature: _____	**Signature:** _____
Date: _____	**Date:** _____

VALPRO ATTORNEY SERVICES

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Phone: 855-5VALPRO | Email: Service@ValproAttorneyServices.com | Website: www.valproattorneyservices.com

Thank you for choosing Valpro Attorney Services. We appreciate the opportunity to support your firm's litigation needs.