



## Client Service Set-Up Form

### Client Information

<b>Date:</b>			
<b>Company Name:</b>			
<b>Type of Business:</b>			
<b>Search Purpose:</b>	<b>Employment</b>	<b>Tenant</b>	<b>Other (Please explain)</b>
<b>Main Contact:</b>			
<b>Address 1</b>			
<b>Address 2</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>			

### Consultant Contact Information

<b>Company:</b>
<b>Consultant Name:</b>
<b>Phone:</b>
<b>Email:</b>

### Customized Search Package

To serve clients with greater efficiency and convenience, customized packages of searches relevant to client needs can be assembled.  
 Check mark appropriate searches for a package (or multiple packages) from the Options below.  
 The customized package will be created for your client on [www.wescreenusa.com](http://www.wescreenusa.com).

In determining a price for the assembled package, take into account that some searches have additional fees based on location or jurisdiction—for example, DMV fees, county access fees, employment and educational institution fees. If such costs are incurred, they will be added to the invoice when the search is initiated.

## Client Search Option #1

Check the boxes below to indicate which searches you would like to include in this package.

**One-Click package option** **OR** **All searches can be ordered a la carte**

<p>SSN Trace            Civil Criminal, Lower Court            Civil Criminal, Upper Court            County Criminal, 1-County            – (must also order SSN Trace)            County Criminal, 7-year unlted.            – (must also order SSN Trace)            InstaCriminal National            – (must also order SSN Trace)            InstaCriminal National Alias            InstaCriminal Single State            – (must also order SSN Trace)            Non Instant Statewide Criminal Search            – (Check Pricing and Availability in requested States)</p>	<p>Federal Criminal            – (must also order SSN Trace)            International Criminal            Global Report            – (must also order SSN Trace)            Employment Verification            Education Verification            Residence Verification (tenant)            Intl Employment Verification            Intl Education Verification            Prof. License Verification            Prof. Reference Verification</p>	<p>PSP Report            CDLIS            MVR Report            Employment Credit Report            Tenant Cred. Rprt. w/FICO*            InstaEviction National            InstaEviction Single State            MedEx Complete            Business Credit Report</p>
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## Client Search Option #2

Check the boxes below to indicate which searches you would like to include in this package.

**One-Click package option** **OR** **All searches can be ordered a la carte**

<p>SSN Trace            Civil Criminal, Lower Court            Civil Criminal, Upper Court            County Criminal, 1-County            – (must also order SSN Trace)            County Criminal, 7-year unlted.            – (must also order SSN Trace)            InstaCriminal National            – (must also order SSN Trace)            InstaCriminal National Alias            InstaCriminal Single State            – (must also order SSN Trace)            Non Instant Statewide Criminal Search            – (Check Pricing and Availability in requested States)</p>	<p>Federal Criminal            – (must also order SSN Trace)            International Criminal            Global Report            – (must also order SSN Trace)            Employment Verification            Education Verification            Residence Verification (tenant)            Intl Employment Verification            Intl Education Verification            Prof. License Verification            Prof. Reference Verification</p>	<p>PSP Report            CDLIS            MVR Report            Employment Credit Report            Tenant Cred. Rprt. w/FICO*            InstaEviction National            InstaEviction Single State            MedEx Complete            Business Credit Report</p>
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**\*IMPORTANT:** The Tenant Credit Report with FICO Score can only be run on behalf of landlords and property managers. Using it to make employment decisions is a violation of the FCRA. \*\*Please note that the single county search and unlimited county search cannot be combined on the same order package. If your client is requesting both of these options, separate packages will need to be created.

**This client should be set up with Quick App**

**For clients ordering Credit Reports, an onsite inspection is required:**

**I'm administering onsite inspection**

I need to order an onsite inspection through BSA (I understand I will be invoiced \$65.00)

**NOTES:**