

# CVPS, LLC – Direction & Pricing Sheet

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_

Court Case # \_\_\_\_\_

Person to be served: \_\_\_\_\_

1<sup>st</sup> Address to Attempt Service: \_\_\_\_\_

2<sup>nd</sup> Address to Attempt Service: \_\_\_\_\_

Employed At: \_\_\_\_\_ Address: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Office # \_\_\_\_\_

## Person(s) Requesting Service

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone(s) # \_\_\_\_\_

## Physical Description of Person(s) to be Served

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Height: \_\_\_\_\_

Approx Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eyes: \_\_\_\_\_ Other: \_\_\_\_\_

Vehicle #1: \_\_\_\_\_

Vehicle #2: \_\_\_\_\_

## CVPS, LLC Fee Schedule - Pricing Effective as of June 1, 2024

**Waterloo, Cedar Falls, Hudson, Evansdale & Elk Run: \$80, Includes up to 3 attempts.** Additionally, if your NPR or FE&D is posted, the *1st certified mailing fee is INCLUDED* in your price, \$7 for each additional mailing, as required by the courts. Additional attempts needed and/or requested will be billed at a rate of \$.65 per mile, round trip from our office (Minimum of 10 miles for Waterloo, and Minimum of 12 miles all other local areas).

**2nd Paper Rate: \$55 each set of Papers at the same address:** Also applies if service of the Money Judgment is needed at the FE&D hearing due to the FE&D being posted.

**We offer 2 (two) discounts off all regular routine service rates**

**1st: \$5 Discount for prepayment, credit card billing or payment received within 15 day of invoicing.**

**2nd: \$5 Discount for attorneys and members of Trade Organizations (IE: Black Hawk Landlords, Inc., NAPPS Members, etc - must be verified yearly to receive)**

**Out of Town:** All cities NOT listed above: **Please call the office at (319) 234-1407 for a quote.**

**Printing:** Documents that are emailed or faxed, there is a charge of **\$.25 per page** for printing, *if there are more than 10 pages.*

**RUSH Charge \$50:** This charge is only applicable to requests that **MUST** have the service attempted, if not completed within 4 hours. Or if there is a request for service in the late evening, early morning hours or over the weekend, which would require a special request outside of normal service hours.

**Hourly Fee: \$150** per hour for any serve request that requires any server to have to wait for service that is out of their control. *(Example: Waiting for a doctor at their office; waiting for someone that is on break or in a meeting at their place of employment...etc)*

**Advance Fee Service Charge: \$10.00 advance fee service charge for each advance paid by CVPS, LLC**

*All Invoices are Due Upon Receipt*

**\*\*\*NEW CLIENTS HAVE TO PRE-PAY FOR SERVICES\*\*\***

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