

CVPS, LLC – Direction & Pricing Sheet

Plaintiff: _____ Defendant: _____

Court Case # _____

Person to be served: _____

1st Address to Attempt Service: _____

2nd 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 February 1, 2025

Waterloo, Cedar Falls, Hudson, Evansdale & Elk Run: \$85, 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: \$60 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 (*local area only*).

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

1st: \$5 Discount for prepayment, credit card billing (charged every Friday), or payment received within 10 day of invoicing.

2nd: \$5 Discount for attorneys and Verified Members of Trade Organizations (IE: Black Hawk Landlords, Inc., NAPPS , etc

Out of Town: All cities NOT listed above: **Please call the office at (319) 234-1407 or email cvps@cvpsllc.net 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: \$75 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, and is out of the servers control.*)

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 MUST TO PRE-PAY FOR SERVICES*****

1729 Falls Ave, Ste D, Waterloo, IA 50701

Office (319) 234-1407 Fax (319) 234-1399 Email:

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