

# 10 STEPS OF THE INVESTIGATIVE SERVICES PROCESS

## 1. CONSULTATION

- Your Objective: Start at the Ending
- Our Investigative Specialties
- Rates
- Availability
- Budget To Accomplish Objective

## 2. FORMULATING YOUR ACTION PLAN

- Means and Methods
- Time Frame Specifics
- Quote for Casework
- Expectations

## 3. COLLECTING CASE INFORMATION

- Your Account Information
- Subject Data
- Supporting Documents
- Permissible Use To Access Protected Records
- Uniquely Identifying Characteristics
- Relationships and History

## 4. INVESTIGATIVE SERVICES AGREEMENT

Formally states client, objective, purpose, scope, budget and deposit, confidentiality, rates and terms.

## 5. DEPOSIT (Retainer)

## 6. SCHEDULING

## 7. PERFORMANCE

The investigation is conducted, per your terms and time frame.

## 8. TEAMWORK

## 9. RESULTS and REPORT

## 10. EVALUATE RESULTS

Case Complete

Invoice

More Casework Indicated?

REFERRAL to  
OTHER  
SPECIALISTS

