

1. Name of Firm: \_\_\_\_\_
2. Name of Contact or Attorney: \_\_\_\_\_
3. Firm address: \_\_\_\_\_  
\_\_\_\_\_
4. Website address: \_\_\_\_\_
5. E-mail addresses:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
6. Phone Numbers:

Business: \_\_\_\_\_

Cellular: \_\_\_\_\_

Fax: \_\_\_\_\_

Other: \_\_\_\_\_

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**Accounting Information**

7. Accounting Contact \_\_\_\_\_
8. Mailing Information for invoices
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Phone: \_\_\_\_\_
  - d. E-mail: \_\_\_\_\_
9. Agreed Upon price per petition:

Chapter 7 \_\_\_\_\_ Chapter 13 \_\_\_\_\_

**Other Information**

10. On average how many petitions do you generate each month?

- at least 10                       Between 11-50                       More than 50

11. In which court locations do you practice?

\_\_\_\_\_

\_\_\_\_\_

12. Please provide the following information in order to have **Professional Outsourcing Solutions, LLC** to electronically file for you

PACER Number: \_\_\_\_\_

Court ECF Login: \_\_\_\_\_

Court ECF Password: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_

Print Name & Title

13. I/we authorize Professional Outsourcing Solutions, LLC to interact with Petitioners for due diligence purposes.

- Yes                                       No

14. How do you intend to send your documents to Professional Outsourcing Solutions, LLC?

- E-mail                                      Courier Name: \_\_\_\_\_  
 Overnight Courier                      Courier Account Number: \_\_\_\_\_  
 Fax

**Special Instructions:**
