

Date: _____		PI Services LLC P.O. Box 157 Beaverton, OR 97075-0157 503-643-4274 service@pi-info.com FAX 503-643-5474		PI Doc # _____	
Client name: _____ Phone: _____ Email: _____ Service type requested: <i>(pick one)</i> Due Course / Routine <i>(usually 1-7 days for local)</i> Rush / Priority / RSVP Time <i>(usually 1-3 days for local)</i> Immediate Rush / Now <i>(Immediately call with service confirmation.)</i>			Proof and Invoice handling options: <i>(Due Course/Routine pick one. Rush / Immediate Rush may choose two.)</i> Send original proof and invoice via US mail. <input type="checkbox"/> Send original proof and invoice via email. <input type="checkbox"/> E-File proof & email invoice <i>(Oregon Circuit Court only)</i> Subject is a danger to the process server or you. <i>(We will contact you immediately after service if the subject is a danger or if you paid for an Immediate Rush.)</i>		
Process Server Helpful Information Sheet					
Subject's Name: _____ <i>(Include Nicknames)</i> Primary Address: _____ This address is for a Residence Employer Phone Number: _____ Height: _____ Weight: _____ Hair color: _____ Eye color: _____ Glasses Race: _____ Sex: _____ D.O.B / approximate age: _____ Facial hair, tattoos, distinguishing marks: _____ O.K. to call Subject to set appointment Subject is expecting to be served Photo included or emailed to info@pi-info.com Leave a PI Card on 4th attempt			<u>Process service fees are charged per address.</u> Only attempt at secondary address after exhausting efforts at the primary address. I want both addresses attempted simultaneously. (I have paid two service fees.) Secondary Address: _____ This address is for a Residence Employer Employer: _____ Work hours: _____ Job Title: _____ Works: in office remote Vehicle 1: _____ Vehicle 2: _____ Best hours or days to find the subject home: _____		
Other helpful information: 					
<i>(This section to be completed by the process server.)</i>					
<input type="checkbox"/> Personal <input type="checkbox"/> Substitute <input type="checkbox"/> Corp/Office <input type="checkbox"/> Posting <input type="checkbox"/> Delivered <input type="checkbox"/> Bad Address / Due Diligence Party Served: _____ Title: _____ Sex: M / F Age: _____ Race: _____ Height: _____ Weight: _____ Hair: _____ Glasses: Y / N Date: __ / __ /26 Time: __ : __ am / pm Server: _____ Client Notified: __ / __ /24 By: _____					

Attempt 1: Date: ____/____/26 Time: ____:____ am /pm

Attempt 2: Date: ____/____/26 Time: ____:____ am / pm

Attempt 3: Date: ____/____/26 Time: ____:____ am / pm

Attempt 4: Date: ____/____/26 Time: ____:____ am / pm. Leave a PI business Card

Attempt 5: Date: ____/____/26 Time: ____:____ am / pm ☐ PI business card is still on door

- ☐ I have done my diligence and documented my attempts above. I have documented all vehicles observed.
- ☐ I have attempted to talk to neighbors, office staff, or leasing/rental management and have made notes above.
- ☐ I have confirmed the address is a valid address.

From what I have observed, I recommend the following:

- ☐ Try another approach. People have been present but will not come to the door.
- ☐ Make additional attempts. I have seen no signs of activity or movement.
- ☐ Other: