



LegalTypist, Inc.

Virtually@YourService!™

ACCOUNT SET UP FORM

Please fill in, sign and return via secure upload at <http://www.legaltypist.com/sendto> DO NOT EMAIL!

CLIENT

Firm _____

Address _____

City _____ State _____ Zip _____

Firm Telephone _____

User Account Name _____

User Mobile/Direct _____

User Email _____

Admin Email _____
(if other than user for return of work)

How did you hear of LegalTypist? _____

SERVICES

Intelligent Transcription™ services

Type and transcribe documents using:

- Microsoft Word™ Version: _____
- Corel WordPerfect™ Version: _____

User will (check all that apply):

- Call in documents/tasks using toll free number
- Fax handwritten drafts/timesheets/revisions
- Upload dictation and other files at website
- Purchase/install/configure Dictate+Connect™ app
for use with Apple™ Android™

Acceptable file types: .wav .mp3. dss .pdf + fax to toll free.

Digital Assistant™ services (all anticipated):

- Revisions Use of Forms Excel
- Tables Data Entry

Virtual Assistant services (all anticipated):

- Office Set Up Website Email Admin
- Marketing/PR Blog/Ezine Social Media

What I really want is someone to help me with:

FEES & RATES

Set Up Fees

Digital Workflow (includes 1 User)	\$ 95.00
Per Additional User	\$ 19.95

Rates

Intelligent Transcription™ / Digital Assistant™

Monthly Minimum (up to 5 hours)	\$ 250.00
Minutes 301-600	\$.80 per minute
Minutes 601+	\$.75 per minute
Rush/Pull First Priority	\$ 1.25 per minute

Virtual Assistant

Monthly Minimum (up to 5 hours)	\$ 495.00
Standard/Basic Tasks	\$ 95.00 per hour
Rush/Advanced Tasks	\$ 125.00 per hour

PAYMENT TERMS

Upon receipt, set up fee is charged to the credit card below. When account is activated, the monthly minimum for services requested is set to auto-process to the credit card below on the same day each month until Client requests, in writing, that account be closed. Set up fees and monthly minimums, once charged, are non-refundable. Any time above the 5-hour minimum is invoiced by the 7th of the following month and client has 5 days to dispute or process payment using the link provided with the invoice. If Client does not dispute an invoice and payment is not processed or received by the 15th of the month, LegalTypist is hereby authorized to use the credit card below to process the full payment, and include a \$25 late fee:

Credit Card: Visa MasterCard

Name on Card: _____

Number: _____

Exp. Date: _____

I hereby authorize LegalTypist, Inc. to use this credit card pursuant to the terms above. I am authorized by Card Holder to enter into this Agreement. I understand I may close the account at any time by emailing support @legaltypist.com and I fully understand that set up fees and monthly minimums, once charged, are non-refundable.

Signature: _____

Printed Name: _____

Today's Date: _____