



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 (for support notices/invoices) _____

How did you find LegalTypist _____

SERVICES REQUESTED:

Intelligent Transcription™

Type and transcribe documents using

Microsoft Word™ Version: _____

Corel WordPerfect™ Version _____

User will (check all that apply)

- Call in documents/tasks using our toll-free number
- Fax handwritten drafts/timesheets/revisions
- Upload dictation and other files at website

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

Digital Assistant™ services (all anticipated)

- Data Entry Use of Forms Excel
- Revisions Project work

What I really want is someone to help me with:

FEES & RATES

Set Up Fees

Firm Workflow (includes 1 User)	\$95.00
Additional Users	\$29.95 each

Rates

Intelligent Transcription™	\$1.00 per minute
Digital Assistant™	1.50 per minute
Pull First Priority	2.00 per minute

PAYMENT TERMS

Upon receipt, set up fees are charged to the credit card below and a monthly minimum of 500 minutes (\$500) per firm is set to auto-process each month until Client requests, in writing, that account be closed. Set up fees and monthly minimums, once charged, are non-refundable.

Any Digital Assistant time used by Client above the monthly minimum is invoiced at the above rates by the 5th of the following month and Client has 5 days to dispute or process payment. If Client does not dispute an invoice and payment is not processed or received by the 15th of that month, LegalTypist is hereby authorized to use the credit card below to process the full payment, and include a \$50 late fee.

Credit Card: Visa MasterCard

Name on Card: _____

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: _____