

IMPORTANT NOTICE:
Rate Increase Effective July 1, 2009 and Updated Payment Terms for
DePalma Process, LLC.

July 29, 2009

★ Florida Governor Charlie Crist has signed the **Bill (SB412)**. This Bill will increase the base service of process fee in **Florida to \$40.00, effective July 1, 2009**. The rate increase will move DePalma Process, LLC to increase our minimum local service fee to \$40.00 for Florida issued cases and \$65 for Statewide Service (out of local area). Service Fees are set forth in F.S. 30.231. ***Fees are non-refundable and prepayment is required unless other arrangements have been agreed to between our office and the client.***

★ **Foreign Process** (writs issued by a court OTHER THAN Florida) is subject to a slightly higher service rate. Call our office for a quote.

★ **Terms of payment/Late Fees** : ALL invoices are DUE UPON RECEIPT. Late Fees are applied to overdue invoices (60+ days). We will be adjusting the late fee terms to a flat rate penalty of \$5.00 per invoice for every invoice past due over 60 days (previously 1.5% per month) If necessary, seriously delinquent accounts (90+ days) will be turned over to a Collection Agency. Payment Terms are printed at the bottom of every invoice that our office generates (sent via fax/mail/email/available on our website with assigned login/password).

★ We do not accept credit cards at this time; **however we are capable of processing checks electronically**. You may call our office to arrange payment using this method.

★ **Clients that are on an accrual basis/net 30 days terms (exempt from prepayment):** If an account becomes delinquent over 60 days, any discounts that may have been applied to invoices will be adjusted/amended to reflect the FULL PRICE SERVICE FEES.

****In the event a client sends us documents to be served, and the service is recalled (for any reason) before we have physically attempted service, an Administrative Fee of \$15 will be applied. If a trip to the court house was made, the minimum Administrative Fee will be \$25. ****

DePalma Process, LLC will continue to offer discounted rates to Associate Florida Process Serving Agencies.

