

Investigation Request Form

Client Information

Client Name:

Inquiry Date:

Address:

City:

State:

Zip:

Phone #:

Cell Phone:

Email:

Relationship to subject:

Reason for investigation:

Best time to be reached:

AM

PM

Any

Best way to be reached:

Subject Information

Subject's Name:

Known aliases:

Last Known Address:

City:

State:

Zip:

Last Known Phone Number:

Last known cell phone:

Additional notes:

Subject Employment Information

Employer:

Employer Address:

City:

State:

Zip:

Phone:

Subject's supervisor:

Best time to find him/her:

AM

PM

Best place to find him/her:

Investigation Information

Length of investigation:

Budget?:

What do you hope to discover i.e. infidelity, fraud, scam, theft, etc?

What do you plan to do with the information gathered i.e. go to court, ease your mind, etc?

Is there any additional information that you feel would be pertinent to the case?

Interoffice Information

Quote Given: Client?: yes no

Date of expected work to begin? Date of completion: