

## International Service of Process

HPS partners with another Kansas City based company to provide international litigation support. We have considerable experience in administering service of process worldwide. HPS does not, however, represent ourselves to be legal counsel in the area of international service of process nor do we guarantee the performance of foreign bureaucrats. HPS shall not be held liable for service which is quashed due to improper or incomplete documentation supplied by the client, incorrect address for the party to be served or defects to form. In the event service of process is determined to be improper for any reason, occasioned by the acts of omissions of HPS, the attorney is entitled to a refund of all charges for those particular services. HPS shall not be liable for any incidental or consequential damages. Please note that clients of HPS shall treat all information regarding HPS prices, procedures or contacts confidential. Specifically, such information shall not be released to competitors or other parties.

Fees quoted are valid for a period of sixty (60) days from the date of this letter.

In order to initiate work, we will require the following:

- Your signature below acknowledging that your firm is responsible for payment and has authorized HPS to commence the project. Simply fax the signed letter to HPS at 816-842-9801. Please mail the original for our files.
- Two clean hard copies of the documents to be served, including exhibits.
- A FedEx number which HPS will use to expedite the documents abroad.
- **Prepayment, which must be received by HPS prior to our initiating work on your Hague Request and/or translations.**

Please note if job is subsequently cancelled or put on hold, "Your Firm" will be responsible for any costs that have been incurred by HPS.

We hope you will not hesitate to contact HPS at 816-842-9800 if you have any questions about any aspect of the work we will be performing.

Sincerely yours,

*Hatfield Process Service*

1669 Jefferson Street  
Kansas City, Missouri 64108  
Phone: (816) 842-9800  
Fax: (816) 842-9801  
service@hatfieldprocess.com

Agreed and accepted by:  
"Your Firm"

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(Attorney's signature & date)

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(Printed name and title)