

# *A Matter of* **Fact**

P.O. Box 448, Moorpark, CA 93020  
530-346-6626 Fax: 530-346-6620

## **Account Information**

### **Business Name:**

#### **Business Address:**

Street:

City:

State:

Zip:

Phone:

Fax:

Email:

#### **Billing Address** (if different from business address):

Street:

City:

State:

Zip:

Phone:

Fax:

Email:

### **Contact(s):**

Name:

Address:

Phone:

Fax:

Email:

Name:

Address:

Phone:

Fax:

Email:

### **Account Type:**

Visa     M/C     Discover     American Express

Name on Card \_\_\_\_\_ Card # \_\_\_\_\_ Exp. \_\_\_\_\_

*If credit card information is provided, please do not email this document (use fax or mail).*

Invoice (Terms: due & payable on receipt). *Please attach a list of at least 3 credit references.*

### **Business Information:**

Please describe your company's business:

**Note:** Our credit information suppliers do not allow us to provide credit related information to certain types of clients. Please see the list of excluded client types at the end of this document.

Number of full-time employees: \_\_\_\_\_

Please provide:

\*A copy of your business license.

\*A copy of your marketing material.

\*A voided business check.

\*At least one business reference that has been to your business site.

### **How Did You Hear About Us?**

**Note:** If you found us on the internet it would be helpful if you would share how and where you found us.

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## **Account Information Cont.**

### **Placing Background Check Orders:**

*Our QuickApp™ paperless online order entry and applicant interface streamlines workflow and reduces employer compliance concerns about collecting personal identifiers and providing mandated notifications. See our website at [www.amof.info/quickapp.htm](http://www.amof.info/quickapp.htm) for more information.*

### **Results Delivery Instructions:**

*Order status and search results are provided on the Internet. A user name and password will be provided once your account has been established. Certain sensitive documents such as Social Security Scans, Credit Reports, and Motor Vehicle Reports are not available for viewing via the Internet. These searches will be sent directly to you with the final report.*

#### **Select how you want final reports to be delivered:**

- Fax** results to: (Fax #) \_\_\_\_\_  
     **Public** Fax (please call before faxing)  
     **Confidential** Fax (no need to call before faxing)  
 **Mail** results to: (Mailing Address) \_\_\_\_\_

### **Invoice Instructions:**

*We invoice weekly.*

#### **Show on invoice:**

- PO #** \_\_\_\_\_  
 **Department #** for each order (please provide on each Order Request Form)  
 **Office** for each order (please provide on each Order Request Form)  
 **Other:** \_\_\_\_\_ (please provide on each Order Request Form)

#### **Send invoice via:**

- Email**  
 **Mail**

**When we receive your documents our customer service department will contact you to answer questions that you may have. After your account has been approved and activated we will send you an email with your online account login information.**

**Note: Types of Clients Excluded From Receiving Credit Related Information:** Our credit information suppliers do not allow us to provide credit related information to Bail Bondsmen, Credit Repair Agencies or Clinics, Credit Counseling Centers, Investigators or Private Investigative or Detective Agencies, Members of the Media, Attorneys/Paralegals or Attorney/Paralegal Firms, Companies that Locate Missing Children, Law Enforcement, Asset Location Services, Adult Entertainment Service of Any Kind, Companies Seeking Information in Connection with Timeshares, Security Services, Dating Services, Financial Counseling, Genealogical or Heir Research Firms, Massage Services, Pawn Shops, Companies that handle Third Party Repossession, Subscriptions (Magazines/Book Clubs etc), Tattoo Services, Other Resellers or Consumers.