



SERVICE AGREEMENT

CLIENT INFORMATION:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Matter/Service Requested: _____

SERVICE PROVIDER:

NextStep Immigration Form Prep

Contact: 678-824-4419

Email: cwhite@nextstepimmigrationformprep.com

Location: 8206 Durelee Lane, Ste 103A, Douglasville, GA 30134

1. SCOPE OF SERVICES

NextStep Immigration Form Prep agrees to provide the following non-legal support services, which may include but are not limited to:

- Immigration form preparation (family-based)
- Passport application assistance
- Notary Public services

These services are offered solely as administrative support. The Service Provider does not offer legal advice, representation, or legal analysis of immigration or other legal matters.

2. NON-LEGAL STATUS DISCLAIMER

Pursuant to OCGA § 15-19-51(a)(4) & (7), the Service Provider is not an attorney and is not licensed to practice law in the State of Georgia or any other jurisdiction. Accordingly, the Service Provider does not provide legal advice, legal representation, or engage in the unauthorized practice of law.

In accordance with OCGA § 43-20A-5(b), a prominent disclaimer is displayed at our office and on our website stating:

“I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW AND MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE.”

Clients are encouraged to consult a licensed attorney for any legal questions or representation.

3. FEES AND PAYMENTS

A breakdown of fees for each service is provided at the time of consultation or posted online.

Clients agree to submit payment in full within **seven (7) calendar days** of signing this Agreement. If payment is not received within seven (7) days, NextStep Immigration Form Prep reserves the right to If payment is not received within this period, NextStep Immigration Form Prep reserves the right to suspend services and terminate this Agreement without further notice.

Unless otherwise stated in writing, all fees charged by NextStep Immigration Form Prep are for administrative and document preparation services only. These fees do not include, and are entirely separate from, any fees assessed by the United States Citizenship and Immigration Services (USCIS), U.S. consular offices, the U.S. Department of State, medical facilities, translators, or any other third-party agencies involved in the immigration or application process.

It is the sole responsibility of the client to provide accurate and timely payments to such third-party entities, including but not limited to filing fees, biometrics fees, medical examination costs, translation services, or passport issuance fees.

Notary Services: Pursuant to OCGA § 45-17-11(b), fees for notarization services shall not exceed \$2 per act unless mobile notary services are rendered. The Provider complies with all requirements of OCGA § 45-17-8 and § 45-17-8.2, including the posting of the required disclaimer:

“I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW AND MAY NOT GIVE LEGAL ADVICE.”

4. CLIENT RESPONSIBILITIES

Clients agree to provide accurate and complete information for the completion of documents. Clients understand that all information submitted is at their own discretion and the Service Provider is not responsible for errors due to inaccurate or incomplete disclosures.

5. LIMITATION OF LIABILITY

The Service Provider assumes no responsibility for the outcome of any applications submitted using prepared documents. The client assumes all responsibility for filing, attending interviews, and following up with the relevant government agencies.

6. CANCELLATION AND REFUNDS

Cancellations must be made at least 24 hours in advance. Refunds will be issued at the discretion of the Service Provider and are not guaranteed once work has begun.

7. CONFIDENTIALITY & RECORD RETENTION

All client documents and personal information are treated with strict confidentiality. Records are securely maintained and kept on file for a period of five (5) years from the date of service completion.

8. CLIENT REVIEW & APPROVAL

Clients will be given the opportunity to review and approve all documents prepared by the Service Provider. Once approved, the Service Provider is not liable for any errors, omissions, or consequences arising from the submitted documents.

9. TURNAROUND TIME

Typical turnaround time for document preparation is 3-4 weeks. Timeframes may vary depending on the complexity of the matter and the timeliness of client cooperation in providing required information.

10. DATA PRIVACY

Client information is stored using secure, access-controlled systems. Access is restricted to authorized personnel only. No personal or case-related data is shared, sold, or disclosed to third parties unless required by law or with the client's express written consent.

11. DISPUTE RESOLUTION & GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. Any disputes arising under or relating to this Agreement shall be resolved through good faith negotiation. If unresolved, both parties agree to submit to the jurisdiction of the courts located in Douglas County, Georgia.

12. PROVIDER QUALIFICATIONS

The Service Provider is a qualified paralegal, a licensed Immigration Forms Specialist (IFS), and an appointed Notary Public in the State of Georgia.

13. AMENDMENTS

This Agreement may not be modified or amended except in a written document signed by both the Client and the Service Provider.

14. ELECTRONIC COMMUNICATION CONSENT

By signing this Agreement, the Client consents to receive communications, updates, and document drafts via email and/or text message. The Client understands that while reasonable efforts are made to protect electronic communications, confidentiality cannot be guaranteed over unsecured networks.

15. THIRD-PARTY SERVICES DISCLAIMER

The Service Provider may assist with submitting documents to third-party agencies at the Client's request. However, the Service Provider is not responsible for delays, errors, or decisions made by any third-party organization.

16. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions, representations, or agreements, whether oral or written.

17. ACKNOWLEDGEMENT

By signing below, the client affirms understanding of the above terms and that they are receiving non-legal document preparation services.

Client Signature: _____ Date: _____

Provider Signature: _____ Date: _____