



Document Purchase Form:

Name (print): _____ Date _____

Address: _____

Phone: _____ Email: _____

Documents Requested _____

Price Per Document: _____

Total Due: _____

The terms and conditions have been explained to me and I authorize Executive Errands® to charge my credit card for Concierge services and any other contracted work as agreed.

Credit Card (circle one) Visa, Mastercard, American Express

Number: _____

Exp Date: _____ **Billing** Zip Code: _____ CCV Number? _____

Name on credit card: _____

Signature of Credit Card Owner _____

By signing this document, you further agree to the following:

- MANY OF THE REQUESTED DOCUMENTS ARE **LEGAL** DOCUMENTS and/or CONTRACTS AND **SHOULD NOT BE USED WITHOUT FIRST BEING REVIEWED BY YOUR OWN ATTORNEY.**
- ALL DOCUMENTS ARE BEING PROVIDED AS SAMPLES ONLY. THEY MUST BE REVIEWED AND MODIFIED BY YOU TO SUPPORT YOUR SPECIFIC BUSINESS.
- ALL DOCUMENTS ORDERED FROM CONCIERGE BUSINESS SOLUTIONS® or EXECUTIVE ERRANDS® ARE PROPRIETARY AND MAY NOT BE SHARED, SOLD, OR DISTRIBUTED TO ANYONE ELSE, EVEN AFTER YOU MODIFY THE DOCUMENTS FOR YOUR OWN USE.
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