



VENDORS RELATIONS DEPARTMENT
EASYDOCS123.COM
vendors@easydocs123.com

INTRODUCTION PACKET

WELCOME TO THE TEAM

EASYDOCS123.COM welcomes you to its fast paced and hardworking team! We look forward to a long and prosperous relationship with you, our vendors. We would love to hear from you and encourage you to contact us with anything that you may need to discuss.

Please remember to fill out and return the attached forms so we can get you established immediately!

Also, ALL VENDORS must have E&O Insurance in addition to 3 references (reference page attached). A copy of your E&O Insurance declaration page is also required.

ABOUT US

EASYDOCS123.COM was created by individuals with over 20 years of knowledge and experience in the real estate title industry. We understand the value of being timely and thorough with our product. It is our mission to serve our clients with the best products possible and to ensure the best relationships with our vendors.

EXPECTATIONS & PAYMENT

We expect our vendors to adhere to the specific instructions and turnaround times listed on each individual order. Therefore, you must read each order carefully before completed! Your search and copy fees are to be written on the order sheet provided to you and returned with each completed search: **ALL ORDERS will need to be entered into our database and all documents will need to be uploaded with the orders.** Vendors will be paid on the 15th and last day of the month (if that day falls on a weekend, then payment will be made the next business day)

Please remember, each order that we send you may vary, so it is very important that you read the instructions carefully. If at any time you should have any questions, please do not hesitate to contact us at vendors@easydocs123.com.

EASYDOCS123.COM CONTACT LIST

Please send all information to VENDORS@EASYDOCS123.COM. Someone from the Vendor Relations Department will contact you.

VENDOR RELATIONS DEPARTMENT
EASYDOCS123.COM
vendors@easydocs123.com

GENERAL INFORMATION

Company Name/Contact: _____

Address: _____

Office Phone: _____

Cell Phone: _____

Email Address: _____

State(s) Covered: _____

Name of E&O Insurance: _____

Insurer Policy #: _____ Expiration Date: _____

****NEED DECLARATION PAGE****

ALL ORDERS WILL BE SENT VIA EMAIL

FEES AND TURNAROUND TIMES

	SEARCH FEES	COPY FEE	TURN TIME
Deed Search	_____	_____	_____
Current Owner	_____	_____	_____
2 Owner Search	_____	_____	_____
3 Owner Search	_____	_____	_____
40 Year Search	_____	_____	_____
60 Year Search	_____	_____	_____
Pre-foreclosure	_____	_____	_____
REO	_____	_____	_____
Filings	_____	_____	_____

What other products/services do you offer that may be relevant (Please include pricing)?

****If you cover multiple states or have multiple fee schedules, please attach with this form.**

Searcher's Signature: _____ Date: _____

VENDORS REFERENCE PAGE

Please list 3 references:

1) Company: _____

Reference Name: _____

Reference Phone Number: _____

Email Address: _____

2) Company: _____

Reference Name: _____

Reference Phone Number: _____

Email Address: _____

3) Company: _____

Reference Name: _____

Reference Phone Number: _____

Email Address: _____