

## Change Order Form

### Customer Information

Client Company Name:	Town of Apex		
Accounts / Codes:	LRCRZ		
Managing Representative:	Dejeanette Jenkins		
Client Requestor:	Barbara Maha	Client Email:	<a href="mailto:barbara.maha@apexnc.org">barbara.maha@apexnc.org</a>
Reviewed By:	Scot Cook	Case #:	AAT-240708-124382
Request Type: (Check all that apply)			
<input checked="" type="checkbox"/> Create New Package*	<input type="checkbox"/> Change Existing Package*	<input checked="" type="checkbox"/> Package Name Change	

☐ Other:

*\*Please note-All products being requested to create new packages or change existing packages must be present in the existing HireRight service agreement as a la carte items. This form may not be used to add new products to an existing HireRight service agreement or to modify pricing in an existing HireRight service agreement, or for any other request types not specifically referenced above.*

### Change Order Request Details

Create new packages and modify existing package names

### Package Details

### Modify Existing Packages

Current Package Name	Updated Package Name
Basic Criminal	Basic Criminal(No MVR)
Criminal Package	Criminal Package(No MVR)
Criminal + Education Package	Criminal + Education Package(No MVR)

### Add following packages

Package	Price
<b>Basic MVR Package</b>	<b>3.10 per applicant</b>
- MVR Standard - per record - plus surcharges (c)**	
<b>Basic Criminal Package + MVR</b>	<b>41.75 per applicant</b>
- SSN Trace	
- SSN Validation	
- Widescreen Plus National Criminal Search (g)	
- MVR Standard - per record - plus surcharges (c)**	
- Criminal Felony & Misdemeanor - 7 years (a) - Unlimited # of counties as revealed by SSN Trace	
<b>Criminal Package + MVR</b>	<b>38.60 per applicant</b>
- SSN Trace	
- SSN Validation	
- Widescreen Plus National Criminal Search (g)	
- MVR Standard - per record - plus surcharges (c)**	
- Statewide Criminal Search - All States as revealed per trace (a)	

<b>Criminal + Education Package + MVR</b>	<b>48.75</b>	<b>per applicant</b>
- SSN Trace		
- SSN Validation		
- Widescreen Plus National Criminal Search (g)		
- MVR Standard - per record - plus surcharges (c)**		
- Statewide Criminal Search - All States as revealed per trace (a)		
- Education Report - highest degree(b)		
<b>Professional Reference 1</b>	<b>10.15</b>	<b>per applicant</b>
- Professional Reference Check Report - (Qty 1 Reference) - (Standard 6 questions)		
<b>Professional Reference 2</b>	<b>20.30</b>	<b>per applicant</b>
- Professional Reference Check Report - (Qty 2 References) - (Standard 6 questions)		
<b>Professional Reference 3</b>	<b>30.45</b>	<b>per applicant</b>
- Professional Reference Check Report - (Qty 3 References) - (Standard 6 questions)		

#### Terms and Client Consent

The requested changes will become effective upon HireRight activating such changes to your account following receipt from you of this executed change order form.

☒ **I agree to the changes and terms stated above.**

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_