



Florida Association of Professional Process Servers

P.O. Box 72, Melbourne, FL 32902 www.fapps.org

NONPAYMENT COMPLAINT

To: Arbitration & Grievance Committee

I am placing before you a formal complaint against the following FAPPS Member for nonpayment of services rendered by me. I have confirmed the individual is a current member by: Member Search at www.fapps.org or Confirmation with the Association Administrator or A&G Chair:

FAPPS MEMBER (Respondent): _____

Company: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

COMPLAINANT: _____

Company: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

I have attached the following documentation (items with *asterisk are mandatory):

____ Copy of original invoice(s) *
____ Copy of statement(s)
____ Copy of Request for Service materials

Copy of original letter/email demanding payment
Copy of FAPPS NOTICE OF PENDING COMPLAINT*
Statement of particulars of complaint & supporting

I hereby request that the Arbitration & Grievance Committee exercise the procedures and remedies in the By-laws and Policies for resolution of this matter. I certify I am a member in good standing (or was at the time this debt was incurred) in the Florida Association of Professional Process Servers, that this claim is just and due, and that I have made all good faith effort to collect this debt. I fully understand that FAPPS is not a collection agency and that this debt is over 60 days old.

Complainant's Signature: _____ Date: _____

Method of Delivery to Respondent (mark all that apply): Email _____ U.S. Postal Service/UPS/FedEx _____

INSTRUCTIONS TO COMPLAINANT: Complete this form and forward the original complaint to the Chairman of the Arbitration & Grievance Committee with all required documentation. Retain a copy for your records.

Arbitration & Grievance Committee

Mike Barberio, Chairman
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