Timeshare Cancellation Document Preparation Services

CLIENT SERVICES AGREEMENT

SAMPLE

Client Services Agreement

This Client Services Agreement ("Agreement") is entered into between Wayne C. Robinson, representing Everything About Timeshares ("Service Provider"), and the undersigned Client(s) ("Client"), effective on the date signed below.

1. Nature of Services

Service Provider prepares timeshare cancellation-related documents for eligible Clients.

Service Provider is not a law firm and does not provide legal advice or legal representation. Clients are encouraged to consult a licensed attorney regarding their legal rights and obligations.

Service Provider does not contact or send documents to the resort on the Client's behalf. The Client signs, notarizes when required, and sends the documents to the resort.

2. Eligibility and Scope of Services

The Client confirms that:

- For a U.S. timeshare, the purchase price has been paid in full.

- For a Mexico or Caribbean timeshare or vacation club membership, the purchase price may be paid in full or still have a balance.

- Everyone named on the contract is a legal owner and agrees to cancel.

Service Provider will prepare documents appropriate to the Client's circumstances, which may include:

1. Notice of Cancellation

2. Cease and Desist Letter

3. Quitclaim Deed, when applicable to a deeded U.S. timeshare interest

4. Additional supporting correspondence and support when appropriate

The Client will receive written signing and mailing instructions specific to their case.

3. Service Fee and Payment

Total Service Fee: $1,495 USD

3.1. Payment Schedule

- Deposit — $373.75 (25%): Due after Service Provider reviews and accepts the Client's case and the Client signs this Agreement. Service Provider will begin preparing the documents after receiving the deposit and the information needed to complete them.

- Balance — $1,121.25 (75%): Due after the Client receives the SAMPLE notification letter described in Section 4.

Payments are made through PayPal, which accepts credit and debit cards. Service Provider will never ask for payment by wire transfer, Zelle, Cash App, cryptocurrency, or gift cards.

3.2. Optional PayPal Installment Payments

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Clients may elect to pay through an installment payment arrangement offered through PayPal, subject to availability and PayPal approval.

The number of payments, payment amounts, due dates, and any applicable financing charges will be disclosed through PayPal before the Client accepts the payment arrangement.

The Service Provider's price remains $1,495 USD. Any additional financing charges imposed by PayPal are separate from the service fee. Service Provider is not responsible for PayPal's financing eligibility decisions.

4. SAMPLE Letter and Delivery of Documents

4.1. SAMPLE Notification Letter

When the Client's documents are complete, Service Provider will send the Client a copy of the notification letter marked "SAMPLE." It will be prepared with the Client's name and resort details so the Client can review the quality of the work.

4.2. Delivery After Full Payment

When the Client pays the full balance, Service Provider will send the remaining cancellation documents, without the SAMPLE marking.

4.3. Choosing Not to Continue

If the Client chooses not to continue after seeing the SAMPLE letter, the Client owes nothing more. The remaining cancellation documents are sent only after the full balance is paid.

5. Refunds

5.1. Case Not Accepted

The Client pays nothing until Service Provider accepts the case. If the case is not accepted, no payment is due.

5.2. Documents Cannot Be Prepared

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If Service Provider accepts the Client's case and then cannot prepare the Client's documents, the deposit of $373.75 will be refunded in full.

5.3. How Refunds Are Paid

Any refund will be processed through the original payment method whenever possible and is subject to PayPal's refund procedures. A refund from Service Provider does not automatically end a separate financing agreement with PayPal.

6. No Guarantee of Results

Service Provider prepares documents. Service Provider does not control the resort's decision and does not guarantee that the Client's timeshare will be cancelled, or how or when the resort will respond.

The absence of a response from the resort does not, by itself, establish that the timeshare has been legally cancelled or that the Client has been released from ownership obligations.

If the resort responds in writing, the Client may forward the response to Service Provider for guidance. Any additional documents beyond the original package are outside this Agreement unless both parties agree in writing.

7. Client Responsibilities

The Client agrees to:

1. Provide complete and accurate timeshare ownership and contract information.

2. Confirm that a U.S. timeshare's purchase price has been paid in full.

3. Disclose any outstanding maintenance fees, assessments, or liens.

4. Properly sign and notarize the documents when required.

SAMPLE

5. Follow the written signing and mailing instructions provided for their case, including mailing by certified mail with return receipt requested, or an equivalent trackable service.

6. Retain copies of the documents and proof of delivery.

7. Promptly forward any correspondence received from the resort to Service Provider.

8. Respond to reasonable requests for additional information within 10 business days.

8. Co-Ownership

If the timeshare is jointly owned, all individuals whose signatures are legally required must sign the applicable cancellation documents. The Client is responsible for making sure all required co-owners take part in completing the documents.

9. Limitation of Liability

To the extent permitted by applicable law, Service Provider's total liability under this Agreement is limited to the amount of service fees actually paid by the Client.

Service Provider is not responsible for independent decisions or actions taken by the resort, ownership entity, or other third parties.

Nothing in this section limits rights or remedies that cannot legally be waived.

10. Confidentiality

Service Provider agrees to treat the Client's personal, financial, and timeshare ownership information as confidential. Information will be used only as needed to perform the document preparation services, process payments, or comply with applicable law.

11. Governing Law and Disputes

SAMPLE

This Agreement is governed by the laws of the State of Texas, subject to any applicable mandatory laws.

The parties agree to try to resolve disputes through good-faith communication before pursuing other available legal remedies.

12. Entire Agreement

This Agreement is the complete understanding between Service Provider and Client regarding the document preparation services. It replaces any prior oral or written statements about these services, including any earlier version of this Agreement. Any changes must be made in writing and signed by both parties.

Client Acknowledgment and Signatures

By signing below, the Client acknowledges that:

- The Client meets the eligibility terms in Section 2.
- The total service fee is $1,495 USD: a $373.75 deposit, and a $1,121.25 balance due after the Client receives the SAMPLE letter.
- The remaining cancellation documents are sent only after full payment.
- Service Provider does not guarantee that the timeshare will be cancelled.
- Service Provider provides document preparation services, not legal advice or representation.

CLIENT 1

Printed Name: _____

Signature: _____

Date: _____

CLIENT 2 (IF APPLICABLE)

SAMPLE

Printed Name: _____

Signature: _____

Date: _____

SERVICE PROVIDER

Wayne C. Robinson, Everything About Timeshares

Signature: _____

Date: _____

SAMPLE