# Verifying Service Offers & Avoiding Advance Fee Fraud

Follow these steps to ensure you are dealing with a legitimate service provider



### **RESEARCH THE SERVICE PROVIDER**

Conduct a thorough online search to find reviews, testimonials, and any potential complaints about the service provider. Check their website for professionalism and detail.



#### **VERIFY CONTACT INFORMATION**

Ensure the service provider has valid contact information, including a physical address, phone number, and professional email address. Verify these details through independent sources.



#### **CHECK FOR BUSINESS REGISTRATION**

Look up the service provider's business registration and licensing status with relevant authorities or business directories to confirm they are legally operating.



#### **REQUEST REFERENCES**

Ask for and contact references from previous clients. Legitimate providers will be happy to provide testimonials or case studies.



#### SCRUTINIZE CONTRACT TERMS

Carefully read the contract terms and conditions. Look for any red flags, such as high upfront fees, vague service descriptions, or terms that heavily favor the provider.



#### **AVOID LARGE UPFRONT PAYMENTS**

Be cautious of providers who demand large upfront payments. Legitimate businesses typically have clear payment schedules and milestones tied to deliverables.



#### **INSIST ON WRITTEN AGREEMENTS**

Ensure all agreements are in writing, including detailed service descriptions, timelines, and payment terms. Verbal promises are not sufficient.

## **TRUST YOUR INSTINCTS**

If something feels off or too good to be true, trust your instincts. It's better to walk away than to risk falling victim to a scam.