

Understanding Your First ScoutLogic Invoice

**A Guide to Line Items, Pricing
Structure & What to Expect.**

Welcome to ScoutLogic!



We want to make your onboarding experience as simple and transparent as possible. **This guide breaks down what to expect from your first invoice**—so you can clearly understand each line item and the factors that influence your total cost.

You are billed for background checks at the time of order and invoiced on a monthly billing cycle. While most charges appear on the invoice for the month in which the order was placed, there are exceptions. Some pass-through components—like court access fees or third-party verifications—may not be applied until the underlying search is completed. As a result, if an order is placed near the end of the month, certain charges may appear on the following month's invoice once all search results have been returned and finalized.

01

Package Pricing (ScoutLogic Services)

Please note, if you are participating in an MSP program (recruiting to fill a position on a specific MSP program) the packages and components are dictated by the MSP and cannot be changed without the MSP's permission.

Every background check begins with a core package, which includes a bundle of ScoutLogic-managed services such as identity verification, criminal checks, and verifications.

MAKE PAYABLE TO		SCOUT LOGIC				
ScoutLogic PO Box 772624 Detroit, MI 48277-2624 Phone: 800-693-2709		Invoice Date: 06/30/2025 Customer #: 1791 Representative: William James Date Due: 07/31/2025				
BILL TO		INVOICE #31060				
ScoutLogic 7234 W. North Ave. Suite 208 PMB 136 Elmwood Park, IL 60707 (V) (312) 961-2511		Invoice Date: 06/30/2025 Customer #: 1791 Representative: William James Date Due: 07/31/2025				
Report Charges for ScoutLogic						
DATE	NAME	SSN	ORDERED BY	FILE #	REFERENCE	AMOUNT
06/26/2025	KLEEN, JOE	XXX-XX-3333	Yoshimura, Gena	1212166	-	
Package price for ScoutLogic						\$50.00
OIG Exclusion Search \$5.00 MedEx Complete - (KLEEN, JOE) - Search Fee \$5.00 Instant Driving Records - FL (KLEEN, JOE) - State Fee \$10.10 State Criminal Court Search - Florida (KLEEN, JOE) - Court Access Fee \$25.27 VER: Employment Verification Surcharge, Thomas & Company (BLAND & ASSOCIATES) \$4.95 Education - (UNIVERSITY OF FLORIDA) - Access Fee \$8.34						Subtotal for KLEEN, JOE: \$178.66
Total Amount Due:						\$178.66

As a client, you can choose between:

- **Given Name Only Packages:** These searches are conducted exclusively under the candidate's current legal name.
- **Given + Alias Name Packages:** These searches include all known names associated with the candidate's SSN and address history—such as maiden names or former legal names.

Alias-inclusive packages improve the completeness and defensibility of your background check, especially for sensitive or regulated roles.

These packages are priced higher because they require additional searches, broader jurisdictional coverage, and deeper compliance oversight.

02

Package Pricing (ScoutLogic Services)

These services are **priced per request** or **are included in the addendum in your end-user agreement**, and only appear on the invoice when explicitly added to a candidate's order.

In addition to your selected package, your invoice may include **ad hoc services**—individual searches or screenings added by the requester outside of the default package configuration.

These add-ons are often role- or industry-specific, and are billed as separate line items.

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Common Ad Hoc Components Include:

- Drug Testing (various panels and collection methods)
- Occupational Health Services (e.g., TB tests, physicals)
- Motor Vehicle Reports (MVRs)
- Professional License Verifications
- International Searches
- Custom Database Checks or Industry-Specific Screens

03

Court & State Access Fees (Pass-Through Costs)

These are government-imposed costs to access the information that is outside the ScoutLogic package price and are billed to you. If a candidate (or one of their alias names) has address history in a fee-based jurisdiction, you'll see that reflected as a line item on your invoice.

Certain jurisdictions charge access fees to search their criminal record systems.

MAKE PAYABLE TO		SCOUT LOGIC	
ScoutLogic PO Box 773604 Detroit, MI 48277-3604 Phone: 800-653-2709		INVOICE #31060 Invoice Date: 06/30/2025 Customer #: 1781 Representative: William James Date Due: 07/31/2025	
BILL TO		Report Charges for ScoutLogic	
ScoutLogic 7234 W. North Ave. Suite 208, PMB 136 Elmwood Park, IL 60707 (V) (312) 961-2511		DATE	NAME
		06/26/2025	KLEEN, JOE
		SSN	XXX-XX-3333
		ORDERED BY	Yoshimura, Gena
		FILE #	1212166
		REFERENCE	-
		AMOUNT	\$50.00
		Package price for ScoutLogic	
		MedEx Complete - (KLEEN, JOE) - Search Fee \$5.00	
		Watchdog - (KLEEN, JOE) - Search Fee \$5.00	
		Instant Driving Records - IL (KLEEN, JOE) - State Fee \$10.10	
		State Criminal Court Search - Florida (KLEEN, JOE) - Court Access Fee \$25.27	
		VER: Employment Verification Surcharge, Thomas & Company [BLAND & ASSOCIATES] \$54.95	
		Education - [UNIVERSITY OF FLORIDA] - Access Fee \$8.34	
		Subtotal for KLEEN, JOE \$178.66	
		Total Amount Due: \$178.66	

These include:

- **County Court Fees:** Charged by local courts to access records.
- **State Access Fees:** Charged by state-level databases or repositories.

04

Third-Party Verification Fees

These fees vary by provider and are only charged when required by the data source. These are not ScoutLogic fees, but rather fees from the third-party provider.

Certain jurisdictions charge access fees to search their criminal record systems.

Some employers, educational institutions, and licensing bodies outsource their verification processes to paid platforms. When verifications route through one of these systems, the associated **third-party fee** will appear as a separate line item on your invoice.

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Frequently Asked Questions

(FAQ)

Why is my invoice higher than the package price?

Your base package covers ScoutLogic's services, but your total may also include pass-through fees like court or state access charges, third-party verifications, and ad hoc services added to individual reports.

What is the set-up fee?

This is a one-time fee to set up your account at ScoutLogic. This covers the cost of credentialing so we can confirm you have permissible purpose to order background checks under the Fair Credit Reporting Act.

What's the difference between county and state access fees?

County court fees apply to local jurisdictions, while state access fees are tied to statewide criminal databases. Both are government-imposed.

What are ad hoc services and how are they billed?

These are extra searches or screens added beyond your core package—like drug tests or MVRs—and are billed per use.

Can I prevent certain ad hoc services from being ordered?

Yes. You can set user-level permissions or order rules to manage what components your team can request. Contact your Pod Leader for help configuring this.

What are third-party verification fees?

These are fees charged by external platforms that store employment, education, or credentialing records. They appear as separate invoice items and are outside of ScoutLogic's control.

Who can I contact with questions about my invoice?



Your Pod Leader or our support team at support@scoutlogicscreening.com will be happy to assist.