

THE SIGN POST

SERVICE AGREEMENT

BASIC SERVICE

The Sign Post agrees to provide the following services:

1. Install real estate post's at properties listed and designated by agency and provide all installation materials.
2. Remove all signs upon sale of property or expiration of listing agreement, as faxed in by agency.
3. Provide agency with monthly statement showing the following:
 - a. Location and date of sign installation
 - b. Location and date of signs removed
 - c. Detail of special services and charges
4. Billing cycle runs from the 26th of the month to the 25th of the following month.
 - a. Statement's will be received no later than the 5th
 - b. All recurring charge accounts will be charged before the 1st of each month
 - c. If credit card information has changed then you must contact office with new information

SCHEDULING OF SERVICES

1. Installation and removal of signs will be accomplished the day following the receipt of the order from agency, except Sunday and Monday, within the normal service area. We accept orders via fax or email. Email address is: thesignpost1984@yahoo.com

COMPENSATION SCHEDULE

1. Installation Fee (includes initial trip for removal):
 - \$35.00 per installation
 - \$3.00 extension to be charged each billing cycle after 90 days from the date of install
(There is no pro-ration of the extension fee)
2. Mileage Fee:
 - The sum of fifty five cents (\$0.55) per mile or a flat fee will be charged for services outside the normal service area. Please call for these areas.
3. Service Charge:
 - A \$15.00 service charge will be levied for return trips made as a result of incorrect information supplied by agency or for any repairs to signs damaged by outside influences such as weather and vandalism and for additional information added to such signs as SOLD, SALE PENDING, etc.
 - A \$50.00 fee will be charged for lost posts.
 - Flyer Boxes are available for a \$9.00 rental fee or you can leave a flyer box on the porch and we will install it. **All flyer boxes that belong to the agent will be left at subject property upon sign removal and are the responsibility of the agent. The Sign Post is not responsible for lost, stolen or damaged boxes that do not belong to us.** Please indicate if "BBox on porch or BBox rental" on request.
 - Informational riders are available for a rental fee of \$5.00 per rider and are limited to existing stock on hand.
 - Should we break a sprinkler line (and not be aware at the time of install) we will fix it free of charge (just have to let us know) but we will not reimburse for any repairs that we did not make.

AGENT SIGNATURE

PRINTED NAME OF SIGNATURE

DATE: _____

Email Address: _____

THE SIGN POST
1558 Juliesse Ave., Unit S
Sacramento, CA 95815

Office: (916) 920-1750
Fax: (916) 922-2748

Corporate Account

Individual Account

BILLING (MAILING) INFORMATION:

COMPANY NAME: _____

ST. ADDRESS: _____

CITY, ST, ZIP: _____

OFFICE PHONE #: _____

CELL PHONE #: _____

FAX #: _____

PLEASE FAX BACK THIS COMPLETED FORM ALONG WITH THE SERVICE AGREEMENT TO
(916) 922-2748 OR EMAIL: thesignpost1984@yahoo.com

SIGN POST CREDIT CARD AUTHORIZATION

(NEW CUSTOMERS ONLY)

DATE: _____

NAME ON CREDIT CARD: _____

PLEASE INDICATE TYPE OF CREDIT CARD:

MC _____ VISA _____ AMERICAN EXPRESS _____ DISCOVER _____

CREDIT CARD #: _____

EXP DATE: _____ 3 DIGIT CODE: _____
(4 DIGIT, IF USING AM EX)

AUTHORIZED BY: _____
(SIGNATURE)

(PRINTED NAME)

CONTACT PHONE #: _____ EMAIL: _____

BILLING ADDRESS FOR CREDIT CARD:

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

**** YOUR MONTHLY ACTIVITY WILL BE CHARGED TO THIS CREDIT CARD EACH MONTH.
IF AT ANYTIME YOUR CARD EXPIRES OR YOU GET A NEW ONE THAT YOU WOULD LIKE TO KEEP
ON FILE, PLEASE CONTACT US AT (916) 920-1750 WITH NEW CREDIT CARD INFORMATION.
IF YOUR CREDIT CARD IS DECLINED FOR ANY REASON YOUR ACCOUNT WILL BE
PLACED ON HOLD UNTIL PAID AND YOU WILL BE SUBJECT TO AN ADDITIONAL CREDIT
CARD PROCESSING FEE****

SP ACCOUNT # _____