

C J Signing Services

P.O. Box 464421

Lawrenceville, GA 30044

678-924-0709/phone

678-924-0710/fax

Email: orders@cjsigning.comWeb Address: www.cjsigning.com**C J Signing Services, LLC New Client Information / Agreement**

Company Name		
Address:		
City:	State:	Zip:
Contact:	Phone number and ext:	
Main Fax Number:	Phone number and ext:	
e-Mail:	Web site:	
Office Manager:	Phone number and ext:	
Accounts Payable Contact:	Phone number and ext:	
Preferred method for receiving invoices	Accounts Payable Fax Number / e-Mail:	
Express Shipment Account# (Please indicate if FedEx, UPS, Airborne, etc):		
When sending e-docs, what form or website do you use?		
How did you hear about us?		
Comments		

Client Agreement Form

PLEASE READ THE FOLLOWING terms of Use carefully. By using C J Signing Services, you acknowledge that you have read the following Terms of Use and that you accept and will be bound by them.

The Client (entity placing the order) is responsible for payment regardless of whether or not the loan closes. Client is also responsible for all shipping cost. Although prices are fairly standard, each signing is evaluated on an individual basis and may vary in price due to special circumstances. Extra fees may apply for e-mailed and faxed docs as well as extra set of docs, borrowers copies, bilingual notaries or special pick-up and drop off fees. Should C J Signing Services, or any of its agent, be found in error and have to return to the borrowers to correct the problem, corrections will be made at no extra charge, but if C J Signing Services, or any of its agents, must return to the borrowers for reasons unavoidable by C J Signing Services or and of it's agents. Such as but not limited to, documents missing from the original batch, changes requested by the borrower, corrections made to the original documents, and or having to reschedule due to borrowers not being home at the pre-agree date and time or having to travel to additional destinations for additional borrowers, the additional trip(s) will be considered as another signing for which an additional and equal fee for each trip will apply. If C J Signing Services is to pickup the documents, we ask that you call to confirm pickup after the documents have are ready, otherwise you may be charged a waiting fee. To avoid cancellation charges, client must give C J Signing Services notice within a reasonable amount of time prior to the appointment (2 hours). If C J Signing Services agent has already begun the process (including travel to pickup docs), the full amount of the original signing fee will apply. If e-Mail or fax documents have already been printed prior to cancellation, corresponding fees will apply. To avoid costly mistakes, C J Signing Services recommends that you provide the appropriate time and consideration to the preparation of the documents as well as informing the borrowers thoroughly on the product and what to expect in terms of the operational procedure.

Payment terms are net 15; Payment is due 15 days after signing date. If payment in full is not received within 45 days of signing late fees of 10% per month from the date of signing will be applied to the open balance and all collections cost. The Client and or associates of C J Signing Services will not attempt to contact any of C J Signing Services "Signing Agents" directly for any reason in regards to the current or any future signings, nor will the client engage directly in any business with any of C J Signing Services "Signing Agents" without C J Signing Services knowledge and express consent in writing. If the event of arbitration or litigation, all fees including but not limited to attorney fees and court cost as well as all incurred expenses, will be paid by the prevailing party.

These Terms of Use will be governed by and construed in accordance with the laws of the United States of America and the State of Georgia without regard to conflict of law principles, and users agree that all legal proceedings related to the matters herein shall be adjudicated solely in the Courts of Gwinnett County, Georgia United States of America. To the extent any portion of these Terms of Use Shall be determined to be unenforceable by a court of competent jurisdiction, such portion will be modified by the court solely to the extent necessary to cause such portion to be enforceable, and these Terms of Use as so modified will remain in full force and effect. Any waiver of any provisions contained in these Terms of Use by C J Signing shall not be deemed to be a waiver of any other right, term, or provision of these Terms of Use. This contract supersedes any previous written or verbal contract and applies to all services prior to or after the execution of this contract. A fax copy of this contract does NOT invalidate its enforceability.

The Client Agrees to the Above Terms _____ Date _____

Authorizing signature

Please print name and title of Authorizing Signature _____

Please fill out Form in its entirety and fax it back to C J Signing Services at 678-924-0710

"We are not attorneys licensed to practice law and we do not give legal advice or accept fees for legal advice."