



# Seattle Express Signs Agent Contract

Phone (206) 234-4707 Fax (800) 948-9038

## AGENT INFORMATION:

Customer Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Company Name: (Designation & branch if applicable) \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1. \_\_\_\_\_ (hereinafter Customer) hereby retains Seattle Express Signs (hereinafter Seattle Express Signs) to provide sign installations and removals. Prices for services offered by Seattle Express Signs may be obtained by calling Seattle Express Signs.
2. **TERM.** This Contract shall remain in effect until it is terminated in writing by Customer or Seattle Express Signs.
3. **SIGN INSTALLATION AND REMOVAL ORDERING.** Seattle Express Signs accepts Customers orders via:
  - a. Fax-A Seattle Express Signs faxable order form
  - b. Phone-It is important for Customer to speak slowly and loudly when leaving voice message. Phone orders provide no written documentation of placed order, but are still acceptable means.

When ordering an installation, the following information is necessary:

- a. Agent's first **and** last name, agent's phone number and agent's company name & branch.
- b. Complete Property Address, including City, Zip Code and Thomas Brothers Map & Grid.
- c. Sign Type – Questions regarding sign types specific to the Customer's office should be addressed to the Customer's manager. If the incorrect type of sign is installed due to lack of information, a Trip Fee to Listing will be charged to change the sign.
- d. Requests for Riders, and/or Digital Photos – If requests for these items are not stated on the original order and an additional trip is required, a Trip Fee to Listing will be charged
- e. Placement Instructions – Customer is responsible for knowing and informing Seattle Express Signs of any condo association guidelines that affect the location of a sign placement. If Seattle Express Signs installs a sign at a condominium complex that must be moved, the original Yard Sign Installation Fee will not be waived by Seattle Express Signs.  
For vacant land listings, Customer is required to insert a placement flag at the location where the post is to be installed and provide specific driving instructions if not on the Thomas Brothers Map Book. Otherwise, a Trip Fee to Listing shall be charged to Customer and post will not be installed.

If order information is incomplete, installation could be postponed until Seattle Express Signs has all the information required and/or Customer may be billed additional fees. All orders must be completely received prior to 8am if they are to be installed that same day. Any orders received after 8am will be installed the following day. If Customer places an order and then wishes to cancel it, Seattle Express Signs must receive notification by 8am that day or Customer will still be charged the Yard Sign Installation fee. Removal orders shall be completed within two days of request.

4. **SEATTLE EXPRESS SIGNS PROPERTY.** Posts are the property of Seattle Express Signs and are rented by Customer. It is Customer's responsibility to call or fax in removal orders. Post Purchase Fees are charged for missing posts. Unless notified that listing is still active, a Post Purchase Fee will be charged if the removal has not been ordered within six months of original installation date. Customers are not to move posts to different locations from where Seattle Express Signs originally installed them. Posts may be purchased from Seattle Express if Customer wishes to install their own posts. If items rented from Seattle Express Signs are missing or damaged upon removal, Customer will be charged fees according to the price list. Seattle Express Signs is not responsible for vandalism.

