



New Client Profile / Agreement

Upon completion, please fax back a copy to: 925-803-8520

Company Information

Company Name:			Date:		
President's Name:		Ext:	Email:		
Primary Contact Name:		Email:			
Address:		City:	State:	Zip:	
Phone:	Fax:	Cell:	Website:		

Billing Information

Accounts Payable Contact:			Ext:	Fax:	
Email:		Express Shipment Account:			
How do you pay your invoices? <input type="checkbox"/> Company Check <input type="checkbox"/> Through Escrow Escrow Company Name:					
Escrow Contact Name:			Phone:	Fax:	
Email:		Terms:	<input type="checkbox"/> Per File	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly

How did you hear about us?

<input type="checkbox"/> Google <input type="checkbox"/> Yahoo <input type="checkbox"/> Tradeshow (name):		<input type="checkbox"/> Referral from:		<input type="checkbox"/> Other	
Number of Branches:		Projected Signings per Month (discounts available):			
Are you currently using a signing service? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, which service:			
How much are you currently paying?	Standard Service:	Email Service:	Same Day Service:		
In what areas do you conduct business?					
Would you like to receive future promotions or discounts we offer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

To better serve you:

Please read the following Terms of Use carefully. By using Universal Document Express' 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 costs. 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 an extra set of docs, borrower's copies, bilingual notaries or special pick-up and or drop-off fees. Should Universal Document Express, or any of it's agents, 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 Universal Document Express, or any of it's agents, must return to the borrowers for reasons unavoidable by Universal Document Express, or any of it's agents, such as, but not limited to, documents missing from the original batch, changes requested by the borrowers, corrections made to the original documents, and or having to reschedule due to the borrowers not being home at the pre-agreed 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. To avoid cancellation charges, client must give Universal Document Express cancellation notice within a reasonable amount of time prior to the appointment. If Universal Document Express' agent has already begun the process (including travel to pick up 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, Universal Document Express recommends that you provide 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 collection costs.

UNIVERSAL DOCUMENT EXPRESS

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