

New Client Agreement

The client (requesting party) is responsible for the full payment, whether or not the loan closes. In the event of cancellation, a reduced fee may be negotiated on an individual basis.

Our base fees are standard; however additional fees may be added for extra services such as, but not limited to, email or faxed documents, copies, additional sets of documents, bilingual signing and pick up or delivery of documents.

All shipping costs are the responsibility of the client.

There are no cancellation fees charged for signings cancelled in a reasonable amount of time. However, if emailed documents have been printed or copied, documents picked up, or the trip to the pre-set appointment started, then the applicable fee will be charged.

If we must return to the customer's home to sign or correct additional documents by reason of an error made by Central Signing Service or its Signing Agent, then the trip and the correction will be made in a timely fashion at no additional charge. If we are requested to return for reasons beyond our control the applicable trip fees will apply and be billed to the client.

Full payment is due immediately upon closing, cancellation, or 15 days from the signing date, whichever occurs first. If full payment is not received within 60 days of the signing, late fees equal to 10% of the balance due per month and any additional collection costs will be added to the outstanding balance.

All Signing Agents used by Central Signing Service are part of a private and secure database. The client and/or its associates will not engage in any business directly or indirectly with any of Central Signing Service's Signing Agents, nor will they attempt in any way to contact said Signing Agents in regards to any past, present or future document signings.

The client agrees to the above terms this _____ day of _____, _____.

Signature

Printed Name and Title

Company

Phone Number

Please read the above carefully, sign and fax back to us at 925-676-0602