



NEW CLIENT INFORMATION

BILLING INFORMATION:

Company Legal Name: _____

Billing Address: _____

City, State, Zip: _____

Accounts Payable Contact: _____

Phone: _____ Email: _____

Fax: _____

If paying by Credit Card, please provide following information:

Card #: _____

Exp. Date: _____

Name on Card: _____

Billing Zip Code: _____

Tax exempt: YES or NO (circle one) If yes, please include a copy of tax exempt certificate.

TRADE REFERENCES:

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

SHIPPING INFORMATION: (If different from Billing)

Company Name: _____

Contact Name: _____ Email: _____

Address: _____

City, State, Zip: _____

GEOSEARCH PAYMENT TERMS: NET 30. See attached GeoSearch Billing Policies. Signature, below, indicates that you have signed and agreed to these policies.

Client Signature: _____ **Date:** _____

Please complete form and send to: sales@geo-search.net or fax to (512) 472-9967

GeoSearch, LP Billing Policy

1. General Billing Policies:

- 1.1 Invoices are sent via regular mail or email after a project is completed.
- 1.2 Payment terms are NET 30, unless otherwise noted.
- 1.3 Customers who have credit cards on file will have their card charged monthly on or after the 15th for any outstanding invoices. Your invoice terms will indicate CREDIT CARD.
- 1.4 It is the customer's responsibility to keep current billing address information on file (email or regular mail).
- 1.5 Payment may be made by check, VISA, Mastercard or American Express
- 1.6 Payment remittance address: GeoSearch, 2705 Bee Caves Rd., Ste 330, Austin, TX 78746.
- 1.7 Billing procedures and policies are subject to change at the discretion of GeoSearch.

2. Past Due / Delinquent Accounts

- 2.1 Late payments may be subject to a late fee of \$30 plus an additional 1.5% per month.
- 2.2 Accounts that become past due more than 60 days are subject to suspension, in which case no services will be available during the suspension. For service to be reinstated, the account must be brought up to date prior to any services being reinstated. A credit card on file may be required to continue services.
- 2.3 Accounts that become past due more than 90 days are subject to collection. Accounts are subject to permanent closure. If an account is reinstated, pre-payment via credit card may be required for future orders.
- 2.4 All decisions in regard to delinquent accounts are at the sole discretion of GeoSearch.