



Client Agreement

At Your Door Signature Service, LLC (hereafter called, AYDSS) agrees to provide service for _____ (hereafter called, Client) and Client agrees to pay all charges relative to this service as follows:

AYDSS will provide Client with signing agent contact information. Client shall in no form utilize or solicit contact information provided by AYDSS for their benefit or future use without written authorization from AYDSS.

All future signings between Signing Agent and Client shall be binding with this agreement through AYDSS. If signer contacts client regarding payment or additional fees, client is to instruct signer to contact AYDSS and will not agree to any additional fees. If any additional fees are negotiated between client and signer, client will be billed for the additional fee.

If past, present, or future payment is advanced directly to Signing Agent from Client for document signing and/or Signing Agent functions and are not first authorized by AYDSS then both parties shall be removed from all future usage of AYDSS. Any and all damages or legal fees shall be the responsibility of Client and Signing Agent.

Our signing fees will be agreed on.

The signing fee will be due & payable under any of the following conditions:

- a. Signing Agent is stood up by borrower after Signing Agent confirms appointment.
- b. Borrower has improper identification and therefore Signing Agent cannot notarize documents.
- c. Signing Agent arrives at borrowers home/office and after looking over the documents, borrower decides not to sign.
- d. Documents were not prepared correctly, (amount of loan, interest rate not correct, etc.) and borrower would not sign.
- e. All documents were signed and notarized and forwarded to the proper destination, but subsequently lost by the overnight courier.
- f. Any re-signing due to changes that are made by the lender and/or borrower.
- g. Fees for services are due and payable if the loan does or does not close (fund).
- h. If client does not notify AYDSS of cancellation and signer travels to borrower.

Fees are subject to change as advised by AYDSS. Price list will include other services available and the fees.

AYDSS will not charge client for loans that do not fund that are a direct result of a Signing Agent error(s).

Please keep in mind that we make every effort to confirm all appointments and reschedule any, if the borrowers request. We will try to contact the loan officer, or lender/title co., if we or the borrower have any questions during the signing. It is very important for Client to fill out the order form completely and accurately, including an after hours telephone number and contact person for signings after 4:00pm and weekend signings. Client shall notify AYDSS of any changes to an order. Cancellations need to be called into AYDSS at least two hours before the scheduled signing. Double-booked loans will incur a fee plus any document prep fees and/or traveling expenses.

Client will be provided with an invoice identifying each transaction for every document set. Client will be billed by fax/email each Monday/Tuesday. TERMS ARE NET FIFTEEN (15) days. If payment 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 balances and collection costs. Payments received will be applied first to the most delinquent balances and fees. Failure to pay promptly may result in CASH ON DELIVERY for future document signings. If service is discontinued, all outstanding charges are immediately due and payable. There is a \$25.00 return check charge. In order to receive any promotions or discounts, payments must be received within 15 days of the signing date or regular/standard fees will be reinstated.

The Client shall be responsible for the costs incurred with the loan closing document package shipment or delivery service and return shipment or delivery service. Client is responsible for having the document package at the designated location by at least the morning of the scheduled signing date for afternoon or evening signings and by the day before for morning signings. Client is to provide AYDSS or Signing Agent with the return carrier information including Client carrier account number or delivery information on the order form. If no information is provided to AYDSS and/or Signing Agent, AYDSS will inform Client that the information is needed and the signing documents shall remain in the possession of Signing Agent and/or AYDSS until necessary information is provided.

Email documents (edocs) must be received by the signer no later than 11:00am MST for signings that afternoon or evening and by the day before if signings are scheduled in the morning. If all documents are not received by that time, signings are not guaranteed to take place at the scheduled time. A copy of the documents will always be made and given to the borrower(s).

In no event shall AYDSS be held liable for any damages, including lost profits, other economic loss, or other incidental or consequential damages arising out of any claimed breach of obligation under this agreement.

Client understands and agrees that AYDSS will need to share names of Signing Agent with Client in order to conduct business. Client also understands and agrees that they will not interfere with, directly and indirectly, disrupt or attempt to disrupt the relationship between AYDSS and the Signing Agent, with the intent to persuade Signing Agent to work directly with Client. Client understands and agrees that directly soliciting any of AYDSS Signing Agents will disrupt AYDSS business and may subject Client to legal action by AYDSS to protect the trade secrets of AYDSS and/or recover damages. No directly or indirectly soliciting Signing Agents for a period of 5 years after termination of contract.

It is the desire of the parties that this agreement be enforced to the fullest extent under the law and shall be construed pursuant to the laws of the State of Colorado, County of Arapahoe. If any portion of this agreement is adjudicated to be unenforceable then that portion shall be severed from the remainder of the agreement and the remainder of the agreement shall remain enforceable. This contract supersedes any previous written or verbal contracts 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.

I/We agree that should it be necessary for AYDSS to instigate any legal proceedings for the collection of any balance(s) due under this account, the action shall be brought and tried in Arapahoe County, Colorado. I/We agree that the court may award reasonable attorney's fees to the prevailing party.

Authorized personnel may only sign this agreement or accept this agreement when registering online by checking the "I accept the Client Agreement Terms" box. Accepting the terms by checking the box online will NOT invalidate its enforceability.

Print Company Name

Date

Authorized Signature

Print Authorized Name

Title

"Your Signing Solution"

We look forward to servicing all your document signing needs!