

**A KEEN SIGNATURE SERVICES, LLC**  
P.O. Box 10859  
Atlanta, GA 30310

<b>Company Name:</b>	
<b>Address:</b>	
<b>City/State /Zip:</b>	
<b>Contact:</b>	<b>Phone #/Ext.:</b>
<b>Fax No.</b>	<b>E-mail:</b>

**CLIENT AGREEMENT**

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY.**

Your use of A KEEN SIGNATURE SERVICES, LLC (AKSS) acknowledges that you have read the following Terms and Conditions and agree to comply with them. AKSS is not a law firm licensed to practice law and does not give legal advice or accept fees for legal services.

- The Client (entity placing the order) is responsible for payments.
- The Client is responsible for all shipping costs.
- Although, prices are standard, AKSS evaluates each signing on an individual basis and may vary the price in special circumstances. Additional fees may apply, but are not limited to:
  - E-mailed and/or faxed documents
  - Additional sets of documents
  - Bilingual notaries
  - Special pick-up and drop off requests
- Should AKSS, or any of its agents, be found in error and have to return to the signee(s) to correct problems, AKSS will make the corrections at no additional charge to the Client.
- In the event that AKSS or any of its agents must return to the signee(s) for reasons out of their control by AKSS and/or its agents, the additional trip(s) will be considered a new signing for which additional and equal fee for each trip may apply. Unavoidable circumstances may include, but are not limited to:

- Missing documents from the original package
  - Making changes requested by signee or any party to the signing
  - Making corrections made to the original documents
  - Rescheduling due to signee not available at the pre-arranged location, date and time
  - Traveling to additional locations
- If AKSS is required to pickup the documents, we ask that you call to confirm pickup when the documents are ready, otherwise a waiting fee may be incurred.
  - To avoid cancellation charges, Client must give AKSS reasonable notice (2 hours) before the appointment. If an AKSS agent has already begun the process (including travel to pick up documents), a trip fee may apply. If an AKSS agent has begun to print or fax documents before cancellation, fees may apply.
  - To avoid costly mistakes, AKSS requests that you provide ample time for the agent to print the documents. Additionally, we request that you inform the signee thoroughly on the product and what to expect during the signing process.
  - Payment is due 15 days after the signing date. If AKSS does not receive full payment within 45 days of signing, AKSS will apply late fees of 10% per month from the date of signing to the open balance and any collection costs.
  - The Client and its associates agree not to directly contact AKSS's Signing Agents for any reason. The Client will direct all questions regarding signings to AKSS unless otherwise agreed between the Client and AKSS.
  - The Client further agrees not to engage directly or indirectly in any business matters with AKSS's Signing Agents without AKSS knowledge and express written consent.
  - In the event of arbitration or litigation, all parties are responsible for their own legal expenses.

These Terms and Conditions will be governed by and construed in accordance with the laws of the United States of America and the State of Georgia without regard to conflict of law principles; and parties agree that all legal proceedings related to the matters herein shall be settled by arbitration solely in Fulton County, Georgia, United States of America.

To the extent any portion of these Terms and Conditions shall be determined to be unenforceable by a court of competent jurisdiction, the court solely to the extent necessary to cause such portion to be enforceable will modify such portion, and these Terms and Conditions as so modified will remain in full force and effect.

Any waiver of provisions contained in these Terms and Conditions by AKSS shall not be deemed a waiver of any other rights, terms, or provisions of these Terms of Conditions.

This contract supersedes any previous written or verbal contract and applies to all services before or after the execution of this contract. A fax copy of this contract does not invalidate its enforceability.

**THE CLIENT AGREES TO THE ABOVE TERMS AND CONDITIONS:**

**Client:**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Signature of Authorizing Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print: Name of Authorizing Agent**

**A Keen Signature Services, LLC:**

**By:** \_\_\_\_\_  
**Authorizing Agent**

\_\_\_\_\_  
**DATE**

**Please fill out this form completely and fax to (404) 530-2175.**