



**PO Box 663
Richmond, Virginia 23218-0663**

Account Profile

Company Name: _____ Federal ID or SSN _____

Physical Address: _____ City _____ St _____ Zip _____

Mailing Address: _____ City _____ St _____ Zip _____

Main Contact: _____ Phone _____ Fax _____ Email _____

A/P Address: _____

Please circle answer

How did you hear about us: Customer Referral, Courier, Used Previously, Website, Advertising, Abe, Arthur, Mark

Does your company use Reference names or numbers? Yes or No Primary Business Occupation _____

Would you like on-line ordering capabilities? Yes or No If Yes, who would be the main contact _____

VISA, MC or AMEX # _____ Exp ____/____ Name on Card _____

We require a credit card number on file for all clients. We reserve the right to charge invoices past due 90 days to this card.

Special Delivery Notes _____

This agreement made on _____ (Date) _____ by and between _____

(Hereafter referred to as "client") and Richmond Express, Inc.

Client agrees to pay Richmond Express, Inc. for all rendered services that the parties mutually agree upon. The service fees will be invoiced to the client every _____ day(s) and is expected to be paid in full no later than 15 days after client receives invoice for said services. If payment from client is late, Richmond Express, Inc. reserves the right to charge the client a late fee at a rate of One and One half percent (1.5%) per month of the total invoiced amount.

In the event Richmond Express, Inc. does not receive payment for services rendered, Richmond Express, Inc. reserves the right to charge the credit card listed above or employ outside legal and/or collection services to collect aforementioned payment. All legal and collection services hired to collect payment will be charged to the client.

The shipment will be insured by Richmond Express, Inc. during transit for loss or damage to actual fair market value (limit \$1000.00). Any value declared on this shipment in excess of \$1000.00 shall be the shipper's own risk unless prior arrangements have been made by shipper with our office to purchase additional insurance.

Richmond Express, Inc. shall not be liable for any loss, damage, miss-delivery or delay unless proved to have been caused by its own negligence and proved that there was no contributory negligence by the consignee. Nor shall Richmond Express, Inc. be liable for any loss, damage, miss-delivery, non-delivery or delay caused by acts of God, public enemies, weather, authority of law, riots, strikes, labor disputes or mechanical or other delay of aircraft or vehicle used in providing transportation services.

IN WITNESS HEREOF, the parties have caused this agreement to be executed by their duly authorized representatives as of the date set forth above.

Authorized Client Signature

Print Name