



**New Account Profile**

Company Name: \_\_\_\_\_ Federal ID \_\_\_\_\_

Physical Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Main Contact: \_\_\_\_\_ Title \_\_\_\_\_ Phone: \_\_\_\_\_ E mail: \_\_\_\_\_

A/P Address: \_\_\_\_\_

A/P Contact: \_\_\_\_\_ Title \_\_\_\_\_ Phone: \_\_\_\_\_ E mail \_\_\_\_\_

Please circle answer

How did you hear about us: Customer Referral- Courier- Website- Advertising- Arthur- Jennifer- Melanie

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? \_\_\_\_\_

Would you like your invoices emailed? Yes or No If Yes, Name \_\_\_\_\_ Email \_\_\_\_\_

Special Delivery Notes: \_\_\_\_\_

This agreement made on this (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 agreed upon. The service fees will be invoiced to the client every 15 days 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 within 90 days, Richmond Express, Inc. reserves the right to 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. If client desires to hire a Richmond Express employee, client agrees to pay a placement fee to Richmond Express, Inc. of 25% of yearly employee wages.

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, missed 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 Clients Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date