

NEW ACCOUNT INFO SHEET

REALPOST, INC.
(954) 742-8685
Fax: 572-3632
www.REAL-POST.com

Date: _____

Office/Agent: _____

Phone# _____ Fax# _____

Address: _____

*Agent Address: _____

City: _____ Zip: _____

Broker/Owner: _____ Ext# _____

Manager: _____ Ext# _____

Contact: _____ Ext# _____

Acct. Payable: _____ Ext# _____

Who is responsible for payment? Office/Broker

* (Note: If agent, we must have home address for billing.) Agent

Our Policy:

We prefer all orders sent by fax on our order form. This helps to keep uniformity with all orders for our installers. There is a \$1.00 added fee for all orders not faxed. Invoicing is sent out on the 1st of every month for work done the previous month. ALL INVOICES ARE DUE IN 10 DAYS and are late after 30 days. There is a \$29.00 late fee for all accounts 30 days past due. Signs will be removed after 60 days.

Accounts past due will be ON HOLD until payment is received in full.

Please allow up to 2 working days for your request to be completed, (3 days for East Hollywood, Pompano, Deerfield & western Pembroke Pines/Miramar). Please order all signs down upon sale or expiration. There is a \$25.00 charge for lost post, \$20.00 for lost frames, & \$15.00 for lost stakes. Our install fee includes the removal for standard signs. All expired signs will be automatically removed if not updated by your office. This will help us to recover your sign as well as our post. We supply a monthly inventory list of your sign locations and expiration information!

Please sign and fax to our office. _____

SIGN REQUEST FORM

REALPOST

(954) 572-6192

Fax: 572-3632

COMPANY: _____

Install Remove Repair Add Rider Extend
Date: _____ Date: _____ Date: _____ Date: _____ Date: _____

Owners Name: _____ Vac. Lot? Y N

Address: _____

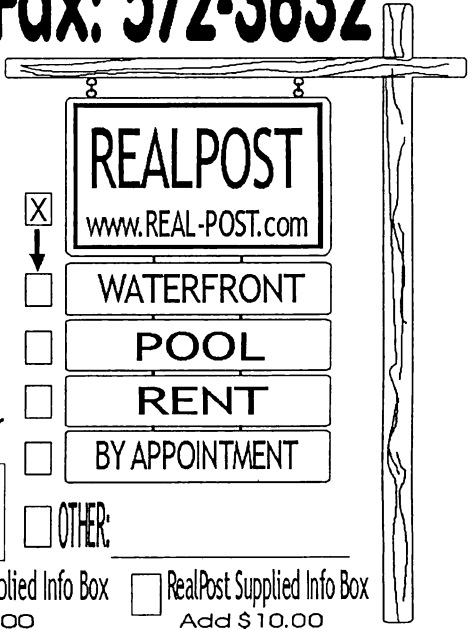
City: _____ Exp. Date (required) _____

Sales Person: _____

Office Phone#: _____ Cell#: _____

Check All That Apply Post Dock Tall Post Short Post Frame Stake Window Other

| | | | | | | |
|------------------------------|--|--------------------------------------|---|--|--|--|
| How Many Signs? 1 2 3 | SIGN SIZE (if known) | SPECIAL <input type="checkbox"/> 6x9 | WSTN/HBR BCH <input type="checkbox"/> 9X12 | CORAL SPRINGS <input type="checkbox"/> 12x18 | STANDARD <input type="checkbox"/> 18x24 | HERON BAY PKLD ISL/FOX RDG <input type="checkbox"/> H B TYPE |
| | <input type="checkbox"/> Agent Personal Sign | | <input type="checkbox"/> Agent Personal Rider | | <input type="checkbox"/> Agent/Office Supplied Info Box Add \$5.00 | |

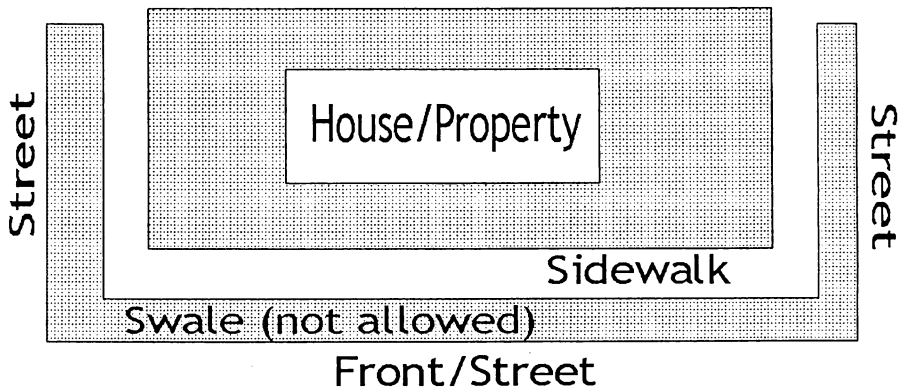


Gate Code: _____
 Owner Entry Required? Y N
 Owner Phone # _____

If the following is not complete, we will place sign in front of the property in compliance with local laws. Association rules are the responsibility of the agent and should be verified with every listing **BEFORE** ordering sign.

Preferred Location: X

Optional: (Manager Approval Required)
 *Next Working Day Service. Y N
 Manager Approval: _____
 *Guaranteed next working day service will be charged double the regular installation fee. (Broward only)



Special Instructions/Directions: _____

Please allow up to 2 working days, 3 for Pompano/Deerfield & East Hollywood. Palm Beach County, up to 5 working days, Dade County, up to 9 days. Order all "Sold & Expired" signs down right away to help us recover your signs.