

MapPro Environmental Data

5353 West Alabama St., Suite 303 Houston, TX 77056
Ph: (713) 789-0288 Fax: (713) 789-7223 <http://www.mapproenv.com>

CLIENT POLICIES AND PAYMENT AGREEMENT

Ordering Policies and Procedures

- 1) All radius report, aerial photography, and map requests should include a map showing the general area around the property as well as a notation of where the subject property lies. A Longitude/Latitude coordinate may be provided as a substitute, but due to differences between mapping systems, a map in addition to a coordinate is **STRONGLY** recommended.
- 2) All Polygon Report requests should include a drawing of the property boundaries that reflect the property borders in relation to surrounding streets. Rural areas may require approximate distances to be included.
- 3) Any reports requests received without a map, or with an illegible map, will be conducted with *MapPro Environmental* making every effort to properly locate the subject property. In the event this causes a subject property to be plotted incorrectly, *MapPro Environmental* will provide a corrected report at a cost of \$25.00. All other maps, aerial photography, or other supplemental services that must be redone at the corrected location will be full price.
- 4) Order forms and maps should be faxed to 713-789-7223, e-mailed to orders@mappro.com, or submitted via the online order form on www.mapproenv.com.
- 5) All reports and invoices will be delivered via e-mail to the address provided on the client profile form. If a printed hard copy is requested the option must be selected on the order form and a shipping charge will apply. Customers requesting overnight delivery will be charged accordingly and provided with a tracking number upon request.
- 6) MapPro Environmental will make its best efforts to complete all orders as quickly as possible, but can make no guarantee as to turnaround time. All times provided are estimates only.
- 7) Order cancellations can only be accommodated if no work has begun.
- 8) All prices are subject to change without notice. Customers can find updated information on our website at www.mapproenv.com or by contacting your sales representative at 713-789-0288.

Client's Initials _____

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Payment Agreement Terms and Conditions

- 1) All invoices are due upon receipt.
- 2) Customers will receive one invoice per property where services are requested.
- 3) All customers must prepay with a credit card until invoicing is approved. *MapPro Environmental* will consider requests for invoicing on a case-by-case basis after a customer completes five prepaid orders.
- 4) All invoices not paid within 30 days of invoice date will be assessed a \$25.00 administrative late fee. MapPro Environmental Data, Inc. does not extend credit to its customers and the administrative late fee is intended to be a reasonable advance estimate of our costs that result from a customer's late payments and nonpayments. Administrative fees are not interest, a credit service charge or finance charge. *MapPro Environmental Data* may elect to waive late fees at any time without altering this agreement.
- 5) A 1.5% monthly finance charge will be assessed on all invoices not paid within 60 days of invoice date. *MapPro Environmental Data* may elect to waive this interest charge at any time without altering this agreement.
- 6) If any invoice becomes more than 60 days past due, *MapPro Environmental* may elect to immediately suspend all invoicing, require all past due invoices to be paid, and may require any future orders to be prepaid by credit card.
- 7) In the event an account requires further collection efforts, all costs, including but not limited to collection fees, court costs, and attorney's fees, shall be the responsibility of the client.
- 8) All terms and conditions are subject to change.

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Customer Profile

COMPANY INFORMATION	
Company Name	
Contact Person	
Shipping Address	
City, State, Zip	
Telephone	
Fax	
Email Address	

BILLING INFORMATION	
Billing Contact (A/P)	
Billing Address	
City, State, Zip	
Telephone	
Fax	
Email Address	

BILLING OPTIONS	
<input type="checkbox"/> Credit Card	Card Type:
Card Number	
Expiration Date	
Name on Card	
3-Digit Security Code	
Billing Zip Code	
Card Information will be kept on file	

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The undersigned agrees and affirms the following:

- 1) I understand and agree to all terms, policies, and procedures listed in this agreement.
- 2) I affirm that the information provided is correct and will update MapPro Environmental Data if information is changed.
- 3) I acknowledge and understand that although MapPro Environmental Data uses its best efforts to research the actual location of each site, MapPro Environmental Data does not and cannot warrant the accuracy of these sites with regard to exact location and size. All authorized users of MapPro Environmental Data's services are signifying an understanding of MapPro Environmental Data's searching and mapping conventions and agree to waive any and all liability claims associated with search and map results showing incomplete and or inaccurate site locations.
- 4) I agree and affirm that I am an authorized user of the credit card provided. I authorize MapPro Environmental Data to charge the above listed credit card for all future charges on this account, unless I otherwise specify.
- 5) I agree to the terms offered in this Agreement and affirm that I am authorized to make this Agreement on behalf of my company or corporation.
- 6) If any provisions of this Agreement are held or deemed unenforceable or too broad to permit enforcement of such provision to its full extent, then such provision shall be enforced to the maximum extent permitted by law. If any of the provisions of this Agreement shall be construed to be illegal or invalid, the validity of any other provision hereof shall not be affected thereby.

By signing below and/or transmitting this form electronically, user agrees to the terms provided herein.

Company Name

Printed Name

Title

Signature

Date

Please read and initial the first three pages, fill out the customer profile form, and read and sign the fourth page. Send all four pages back to MapPro Environmental via fax or e-mail and keep original for your records.