



Tri-Cities Post Service and \_\_\_\_\_ referred to as Advertiser do enter into a business relationship as outlined below: (Company or individual)

**Broker will:**

1. Provide Tri-Cities Post Service with complete, accurate information for installations **and** removals including cross streets, unit type, sign type, post type and special placement instructions.
2. Provide a detailed map and/or site marker or flag at the location for all vacant lots or land or construction sites.
3. Obtain Owner/Tenant/HOA/City or County approvals to include (811 calls) if need be, **before** requesting service from Tri-Cities Post Service for installations and provide locations of underground utilities whenever possible.
4. Assist Tri-Cities Sign Post Service in recovering signs and sign posts from property when required if they are not where we installed them and/or due to locked garages, back yards, dogs unleashed, etc.
5. In the event of a lost or damaged post/stake, reimburse Tri-Cities Post Service for the current cost of the post/stake.
6. Pay for all services requested by Advertiser according to the rates defined in our website, by Visa, MasterCard, or American Express.

**Tri-Cities Post will:**

1. Install and remove signposts after receiving requests (except Sundays, Mondays, Holidays and inclement weather), within two (2) working days after the order has been received.
2. Provide sign posts described as ordered to the best of our ability and inventory
3. Follow all instructions of Advertiser/Homeowner as to placement of signpost, in consideration of safety. For Condos and townhomes placements will be done in front of unit advertised unless instructions are given otherwise. Any further relocation requests by Advertiser will be charged accordingly.
4. Repair (as a result) of our installation, any damage to pipes and sprinklers, unless marked by agent and or homeowner. Tri-Cities Post Services will **NOT** be responsible to pay for any damage if not given notice and opportunity to inspect any claimed damage. Tri-Cities Post does not pay 3<sup>rd</sup> party vendors for anything beyond our repairs.
5. Take responsibility for any lost or damaged signs owned by Broker while in our warehouse storage. However, **will not be responsible** for any loss of Advertisers signs or agent riders after installation.
6. Require that posts and stakes **must not** be removed by the Broker/Agent/Owner, due to safety issues. Only Tri-Cities Post employees are only authorized to remove our posts.

**Termination:** This agreement may be cancelled by either party upon thirty (30) days written notice with or without cause. In this event, Tri=Cities Post Service may, at its sole discretion, recover all posts and signs anytime within that thirty (30) days of event of termination.

Date \_\_\_\_\_ Authorized \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Company/Agent \_\_\_\_\_ Phone # on the sign \_\_\_\_\_  
 Billing address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Billing phone number \_\_\_\_\_ e-mail \_\_\_\_\_

For credit card payments please complete the Authorization form and fax back with this Agreement