



# CLIENT REGISTRATION FORM

\* Indicates Mandatory Fields

## Credit Account Type:

**PREPAYMENT IS REQUIRED ON ALL NEW ACCOUNTS.**  
Initial assignment(s) will be charged to the card on file until sufficient credit has been established.

Commercial Process Serving, Inc. (herein referred to as CPS, Inc.) offers two account types: **Automated Billing Account and Open Credit Account.** A valid Visa, Master Card, Discover or American Express card will be required to **open** and **maintain** an account with CPS, Inc. as a guarantee of payment.

**Automated Billing Account (default):** For this type of account, it is understood and agreed that your credit card will be charged immediately on the date of services rendered or at month-end for full statement balance.

**Open Credit Account:** For this type of account; **if credit is granted,** it is understood and agreed that your credit card will be used as a guarantee of payment and that all invoices are due and payable upon receipt. Invoices not paid by the 15th of the following month from which services were rendered will be charged to the card on file.

## Firm information:

Firm/Customer Name: [Redacted]

\* Street Address: [Redacted] Suite #: [Redacted]  
(no p.o. boxes)

City: [Redacted] State: [Redacted] Zip: [Redacted]

\* Phone: [Redacted] \* Fax: [Redacted] Email: [Redacted]

Business Type: Sole Proprietorship Corporation Partnership Other

How did you hear about us? [Redacted]

## Account Administrator's Contact Information

Contact Name:  
Direct Line:  
Email Address:

## Accounts Payable's Contact Information

Contact Name:  
Direct Line:  
Email Address:

## Payment Guarantee

Exp. Month Exp. Year Security Code:

Credit Card Type: [Redacted] [Redacted] [Redacted] [Redacted]

Card #: [Redacted] Name on Card: [Redacted]

Billed to above firm address

CC billing Address: [Redacted] Billing Zip Code: [Redacted]

## Acceptance of terms

It is understood and agreed that because business transactions are conducted electronically that the credit card need not be present with CPS, Inc. in order for charges to be valid and that the validity of such charges will not be challenged for that reason. It is understood that the person, firm or company (herein to referred to as the "customer") is to whom credit is granted. The customer may have a third party pay an invoice directly to CPS, Inc. However, it is understood and agreed that CPS, Inc. has no relationship with such third parties and has no obligation to collect from them. Payment obligation rests solely with the customer to whom credit is granted and CPS, Inc. will hold that customer liable for payment of any invoices. CPS, Inc. reserves the right to restrict the credit of any customer for any reason. It is also agreed to that this contract is negotiated in Ventura, California. It is understood that by signing this agreement you agree to our terms of use.

It is understood and agreed that a faxed or emailed copy of this agreement will be considered an original document. I hereby certify that I am either the holder of the above referenced credit card or have been authorized by the holder of said card, to use it to pay for services provided by CPS, Inc. I also understand that this card may be charged for any invoices pursuant to my account type selected above.

Today's Date: [Redacted] Print Name: [Redacted]

Signature: \_\_\_\_\_