

**Twin City Post, LLC and \_\_\_\_\_, hereafter referred to as “TCP” and “Customer”, enter into the business relationship outlined below:**

- The customer has reviewed and understands the pricing structure, company hours, and service boundaries posted online.
- The customer will provide all required information when submitting an order to avoid error. All charges relating to errors on the order are the responsibility of the customer.
- TCP is required by the State of MN to notify Gopher State One, on all orders, to locate for underground utilities. Gopher State One Call requires a 48 hour notice prior to sign installation. The property sign will be installed according to that timeframe.
- TCP must be notified on the order when an invisible pet fence or underground sprinkler system is present and those systems must be marked with white paint or flags to avoid damage. If not marked, TCP will use proper judgment in estimating location of these items and are not responsible for damage. TCP or a contractor of our choice will repair the sprinkler system/invisible pet fence if damaged during install and the customer flagged the location of the items and notified us of the system on the initial service order.
- It is the responsibility of the customer to obtain sign install approval from the tenant/property owner. It is also the customer’s responsibility to be aware of Homeowners Association signage rules and ordinances when requesting a sign install.
- If the desired sign location is not marked by white paint or flags, TCP will install the sign at a location of our choice on the subject property within the guidelines of city, county, or state signage ordinances. Our installers are trained to think of the sign installation from a marketing perspective and will place the sign in a location of greatest visibility. Any re-installation charges are the responsibility of the customer if not properly marked.
- The customer will give TCP the sign panel dimensions prior to installation.
- The customer is responsible for the payment of missing or broken posts and equipment. Any damaged or missing items will be added to the customer’s invoice.
- All additional signage not initially installed by TCP, will be left at the subject property for the customer to pick up.
- The customer understands that all signage and accessories are to be handled by TCP employees only. It is the responsibility of the customer to inform all necessary parties (homeowners, tenants, etc) of this provision of the customer agreement.
- The customer will be billed in the first week of the month on a “Net 30” billing cycle. Late invoices will be charged a \$25.00 late fee. Any accounts 60 days past due will not be allowed to order a new install until payment is made in full. Accounts 90 days past due will have their property signs removed.
- This agreement may be cancelled by either party upon a 30 day written notice. All customer owned signage will be released upon payment of your balance in full.

[Please fax this signed form to 612-234-4263 or email to CustomerService@TwinCityPost.com](mailto:CustomerService@TwinCityPost.com)

**Customer Name** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

\_\_\_\_\_

**Contact Phone Number** \_\_\_\_\_

**Contact Email** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_