

## CUSTOMER INFORMATION SHEET

PLEASE PRINT AND FAX TO 905-819-7822

Please provide the following information:

OFFICE  
NAME: \_\_\_\_\_

OFFICE  
TELEPHONE: \_\_\_\_\_

OFFICE  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

TYPE OF CARD      VISA: \_\_\_\_\_      MASTERCARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRY DATE:      MONTH: \_\_\_\_\_      YEAR: \_\_\_\_\_

NAME ON  
CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- This information authorizes Post to Post to charge the card holder for services rendered by Post to Post only.
- This information will be kept on file and used for said billing purposes only.
- Invoices will be e-mailed to address on file.
- Prices include installation, removal and rental of post for 90 days
- All sign installation orders must contain the following information to be processed:
- Address, major intersections and city
- Verbal requests are not accepted nor are voicemail requests
- Orders must be placed by 5:00pm to ensure next day installations Monday to Friday
- Orders placed on the weekend are done on Monday.
- Free sign storage for active and current accounts
- A surcharge for lost or damaged post will apply.
- Post may be removed for overdue accounts
- Terms and conditions can change without notice.