



Service Agreement for services to be provided by Image Office Services (**Service**) for undersigned (**Subscriber**).

Acct #: _____

Business Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Phone Number(s): _____

Federal ID #: _____ (or) Social Security #: _____

TERMS & CONDITIONS

1. Services are provided on a monthly basis, and will continue automatically from month-to-month unless canceled in writing by Subscriber with thirty-day (30) notice or terminated by Service for cause.
2. This service agreement will be in full force, whether or not signed by the Subscriber, if the Subscriber transfers, forwards, or assigns Subscriber's calls to the Service and/or takes advantage of, or makes use of, the services provided by the Service. Either action constitutes an agreement by the Subscriber to pay for the services provided.
3. Service agrees to use its best efforts in handling Subscriber's calls in a courteous and accurate manner, according to Subscriber's instructions. Subscriber agrees to hold Service harmless from any and all claims and liability arising from errors or omissions by Service or for any loss, injury, or damage to property or persons sought to be protected by the Service, or any alarm systems connected therewith, claimed by anyone, including Subscriber's insurer, to have resulted from the Service's negligence, misconduct, errors, or omissions.
4. Service agrees that all Subscriber's messages and information are to be kept Confidential, except to comply with law enforcement.
5. Service will abide by all applicable Minnesota and Federal Statutes.
6. Subscriber agrees to pay in advance, one-month base rate and associated charges.
7. Subscriber agrees to pay a deposit equal to a minimum of one month's base rate based on Subscriber's expected volume and credit evaluation. Deposit will be applied to the last month of service. The first invoice must be paid within fifteen (15) days from the date the first invoice is generated or service will be suspended until payment is received.
8. Monthly invoices are due to be paid by the 15th of each month. Accounts not paid within 7 days of the due date are subject to a monthly 1½ percent finance charge (minimum of \$5) on any unpaid past due balance until paid and the account is brought current. Any due balance, more than 30 days past due, may result in disconnection of service on the 26th of that month unless payment has been received.
9. Subscriber agrees to pay for all charges arising from collect calls accepted for Subscriber and for all charges incurred by Service, on Subscriber's behalf, in the course of delivering services to Subscriber.

10. If necessary, payment arrangements may be considered by the Service. If arrangements are required to satisfy a past due balance on the account, the agreement must be in writing and signed by both the Subscriber and the Service. Agreed upon payment arrangements must be paid on time and in addition to current balances accrued. Services may continue without Subscriber breach of this term of the agreement as long as payments outlined in the arrangement are maintained.
11. Returned checks are subject to a twenty dollar (\$20.00) returned check fee.
12. Subscriber will be responsible for all collection costs incurred for the collection of past due balances. In the event Subscriber's account becomes past due and is referred to an outside collection agency or attorney, Subscriber will be responsible for all collection agency and/or attorney fees (minimum of 33% of the balance due) incurred for the collection of past due balances and costs incurred by Service.
13. Service reserves the right to amend this agreement with regards to changes or modifications to its services and/or charges for services and Subscriber's rates at any time without prior notification. Changes will be communicated if and when they occur.
14. Changes to services requested by Subscriber will be based on rate structures in force at the time of the request.
15. A breach, waiver, or invalidation of any term or terms of this agreement does not breach, waive or invalidate any other terms of this agreement. Remaining parts continue in force.
16. Changes to this agreement will be amendments to the original agreement, and continued use of the services of the Service constitutes acceptance of the amended service agreement.

Signature: _____ Date: _____

Title: _____