

Contractor's Services

Private Construction Trade Association & On-line Plan Room

dba/ Builders Notebook (Full Membership is OPTIONAL)
P.O. Box 4883 * Santa Barbara, CA 93140
1-877-776-5436 online plan room www.buildersnotebook.com
fax (805) 845-7745 or fax 805-262-6338

MEMBERSHIP
ENROLLMENT & AGREEMENT

Enrollment & Contract Agreement

I/We do hereby agree to the following:

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Fax: _____

Business Type:

Ownership:

If Contractor: Type: _____ Contractor's Lic. #: _____ (Circle all that apply above)

Contractor's Services, herein BN, and any employees of it, are authorized to act on my behalf, as an agent of the above mentioned company, when filling out forms and documents, and filing legal documents with the court or recorders office, or providing other *benefit* services. This is solely a document preparation service and is in no way intended as legal advice. All quoted prices are subject to change. The prices of our most popular services are provided on a member services sheet attached to this contract (subject to change).

Document Preparation Services: We prepare all documents for you and provide you with a copy. All documents are stored for a period of two years. Construction Documents: *Common Services:* Prelims: \$27+ fees Liens/Releases: \$117 Stop Notice: \$165
Notice of Completion: \$117 Contracts: \$65 Small Claims \$165 Project Billing/tracking \$25

Business Consultation: \$75 per hour with a two hour minimum. *The following statement is valid only if you elect to purchase BC or Accounting Credits. I hereby agree to prepay (retain services) for services at the stated hourly rate based on 8 hours of labor for \$600. I understand that credits pre-paid are non-refundable and must be used within 12 months. Payment can be made by Check or Credit Card.

Collections: Only BN provides collection services as part of a document preparation service. It is hereby agreed that if needed you are willing to take all the necessary steps described in the collections letter, which includes: Skip Tracing, Prelim's, Mechanics Liens, Small Claims Court, and/or Claims against the Contractors License and/or bond. CC&R is a licensed Collections Agency, however we do not purchase debt, our only objective is to open the channel of communications between creditor and debtor to arrange payment in full, or a payment plan that is acceptable to the creditor. We claim no fault for uncollected debt, and have no written guarantee. The following prices are for debt under \$5,000, all debt over this dollar amount will have negotiated terms. **Collections Letter:** All debt under \$5,000 is \$50 per letter plus postage.

Basic Member Benefits: Wholesale Design & Print Services, Free E-Journal, DVBE & NIB Advertising. *See benefits form attached. Full Membership Benefits: Full Plan Room (online & physical), Daily Emails, Daily Construction Reports, & All Basic Benefits. All Members agree to all "Terms & Conditions" posted on website at http://www.buildersnotebook.com/terms_conditions.cfm

*Filing fees are governed by the court /clerk recorder and are usually \$31 postage sent Certified Return Receipt is \$6 each and other fees could include personally serving the person or agency \$65 - \$100. Notary Fees, postage, filing, serving and all other fees are billed separately. RUSH Orders are prepared within 24 hours and can be applied to any service for an additional \$45, however prior authorization is required, please call to arrange. All orders are completed within (7) seven business days. There is a \$35 cancellation fee if the service is canceled within 2 hours otherwise full fees apply. There is a \$3 fee per \$100 for credit card payments. **We are solely a document preparation service, and should never be construed as an attorney, we DO NOT practice law, we ARE NOT lawyers, and we do not give legal advice.** It is up to you to inform yourself as of the laws, legal forms and procedures that affect your situation and to make your own legal decisions. ***All accounts are due upon receipt, late fees and collections fees will be collected and interest will be charged at 1.5% per month on all past due accounts.

FAX: 805-262-6338

PAYMENT: **All accounts are due prior to completion. Special terms can be negotiated for material suppliers w/minimum orders. Please provide information on either a Mastercard or Visa ONLY. If you do not have a credit card, you may pay by check in our office at the time of service.

Name on Card: _____ Billing Address # (street not needed): _____

Card#: _____ - _____ - _____ Expires: _____/_____/_____

There is a 3 digit number on the signature side of your card, we need this number: _____

*The undersigned does hereby agree to the terms as stated above and agrees to payment, I understand this contract may be modified from time to time.

Signature

Date