



# ACCOUNT SET UP FORM

## COMPANY INFORMATION

Company:

Address:

City:

State:

ZIP:

Phone

Fax

Service contact

Phone

Email

Billing Contact

Phone

Email

## ACCOUNT PREFERENCES

Invoice frequency:  Weekly  Monthly  Semi-Monthly

Job reference required?  Yes  No

What do you call your reference? (Job #, PO #, etc)

Invoice Delivery:  Email  US Mail

FREE WEB ACCESS – Place orders, track, view invoices, run reports

Username: (at least 5 characters, case sensitive)

Password: (at least 5 characters, case sensitive)

Need additional users? Please list separately

If you wish to keep a credit card on file. please check here and we will call for the details.

PCI rules prohibit receiving credit card details via email.

## SHIPPING DECLARATION OF VALUE(AT LEAST 5 CHARACTERS, CASE SENSITIVE)

In consideration of the rate charged, it is agreed that the declared value of any single shipment, whether consisting of one or more items, is not more than \$100, and that the liability of NY Minute for loss or damage, irrespective of the cause of such loss or damage is limited to \$100. If you would like to declare a greater value of a shipment, the value must be declared and insurance must be purchased in advance. Claims not made within 5 days shall be deemed waived by the shipper/customer. Should any claim be asserted by any third party, the shipper agrees to hold NY Minute harmless against any claims, including attorney fees, irrespective of the cause of the loss or damage.

## SIGNATURES

I understand the terms stated above.

Authorized signature:

Print Name:

Date:

How did you hear about NY Minute?