



Order Form

Effective 1/1/09

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 office 630.213.MAIL (6245) toll free 800.624.5012 fax 847.885.0905
 email KBS@KBSmarketing.com website www.KBSmarketing.com

PERSONAL INFORMATION

Name: _____ Team/Partner: _____
 Company: _____ Assistant: _____
 Office Address: _____ Home Address: (to monitor mailings) _____
 City/State/Zip: _____ City/State/Zip: _____
 Phone (office): _____ Fax: _____
 Phone (direct): _____ Email: _____
 Phone (cell): _____ Website: _____

PROGRAM SUMMARY

PROGRAM COST

Mailing List Quantity:
 Number of Mailings:
 Total Mailers Annually:
 Mailing Frequency:
 Type of Program:
 Type of Messages:
 Other:



Standard Program Cost
 Plus Cost of Optional Services
 Less Discount/s Applied
 Plus One-time Set-up Fee
ANNUAL PROGRAM COST
Payment Due with Order
Monthly/Per Mailing Payment

PAYMENT

Payment for balance due with order payable by: n/a credit card check # _____
 Payment for per mailing payments payable by: n/a credit card check (made payable to KBS Marketing)
 Card Number:
 CVC Code on back of card: Card Number:
 Name as it appears on Card: _____ Credit Card Billing Address: _____
 Signature required to authorize payment by credit card:
 Signature: _____ Date: _____ VISA MC AMEX Discover

Initials required for each item indicating understanding and agreement to terms stated:
 Programs are renewed on an **ANNUAL** basis Discounts are **VOID** for any default in program terms. Prices are calculated on the **TOTAL** annual quantity. Postage is **NOT** included in the annual Program Cost.

Signature required as confirmation of order, understanding of cost, and agreement to terms and conditions:
 Signature: _____ Date: _____

By way of signature above Customer commits to: Authorize KBS to complete order as indicated. Pay program cost in full as well as any and all additional costs generated by way of change in order. Adhere to established mailing schedule. Pay a rush fee if production is required in less than normal time frame. Be solely liable and responsible for any and all postal fees, including any postal rate increases, and for any fees incurred either by mailing pieces out or by pieces being returned to Customer. Responsibility for compliance with any and all Real Estate Board and/or anti-solicitation ordinances. Responsibility for any infractions of ordinances or for any penalty incurred by way of production of any unauthorized printed materials and that KBS will in no way be held liable. Customer also understands and agrees that: No refunds will be given under any circumstances (if a credit is warranted it will be applied to Customer's account). Production and/or service will be performed only if account is paid timely and in full and late fees of 10% monthly will be applied to delinquent accounts. Pricing, deposits and setup fees will remain valid for a maximum of 3 months for a non-active account. Termination of order does not relieve Customer of obligation to pay full program cost amount. In the event of termination of order or default of payment by Customer, the remaining balance of program cost amount will become due and owing and shall be paid by Customer in full including any attorney fees and/or collection fees generated enforcing these terms. KBS will not be responsible for any errors on completed product due to Customer error. KBS will not be responsible for the reproduction of photographs. If KBS compiles/obtains mailing list from established specifications 100% accuracy is in no way guaranteed. KBS will retain sole control and possession of any and all created designs and may utilize any portion as means of self promotion and/or publicity, and further Customer will have no rights of access, control or distribution. All pricing and offers are subject to change.

Renewal Initial Order PC Order Form CheckList WorkSheet Standard Referral Custom Referral Source FWT Trainer/Affiliation