

**American Signing Connection, LLC**  
**New Client Worksheet**

Company: \_\_\_\_\_ EIN# \_\_\_\_\_

Document Return Shipping Address: \_\_\_\_\_

Closing Manager: \_\_\_\_\_ Scheduling Mgr \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Shipping Account Number: FEX UPS DHL \_\_\_\_\_

**After Hours Contact Number:** \_\_\_\_\_

Cash to close payable to: \_\_\_\_\_

Cash to close: (Please select)                      Personal            or            Certified Check

Personal check limitation: \_\_\_\_\_

Sign in Blue or Black Ink: \_\_\_\_\_

Overnight or Edocs: \_\_\_\_\_

If Edocs what system: \_\_\_\_\_

Do you require copies of DL?: \_\_\_\_\_

Do you require copies of SSN?: \_\_\_\_\_

Lender Particulars: \_\_\_\_\_

Any other documentation we need to be aware of? \_\_\_\_\_

**Payment Terms:** Net 30. Payments will be considered late at 45 days.

**Governing Law and Forum:**

This agreement may be governed by and construed in accordance with the laws of the state of Georgia, without regard to its conflict of law principles. User hereby irrevocably and unconditionally consents to submit to the jurisdiction of the State of Georgia. Enforcement of this agreement thru attorney, collection agency or directly thru small claims court: Client shall pay all attorney's fees, agency fees, interest allowed by state, court costs and other collection costs, including without limitation post-judgment costs for legal services at trial and appellate levels. This Agreement together with this Fee Schedule shall constitute the entire agreement between client and American Signing Connection and will be considered backed by a personal guarantee. This Agreement supersedes all earlier agreements and understandings, oral and written between parties. ASC and client agree that a signed fax copy of this agreement will be enforceable as an original document with signature. **Our liability is limited to the contracted signing fee.**

**Fax: 770-889-7787            or            Email: [ascsigning @americansigningconnection.com](mailto:ascsigning@americansigningconnection.com)**