



ACCOUNT APPLICATION
(Please fill out all information completely!)

Today's Date: _____

How did you hear about us? Yellow Pages Direct Mail Internet

Salesman (please provide name): _____

Other (please provide details): _____

Company Information

Please call me for additional office locations.

Contact Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Delivery Information

How often will you have deliveries? Daily 1-3 times a week Monthly

Other: _____

What type of materials will we be delivering for you? Envelopes Boxes

Other: _____

Billing Information

Corporation Partnership Private Ownership

Federal Tax ID No.: _____ or Social Security No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Individual Responsible for Payables or CFO: _____

Monthly Credit Limit Desired: \$100 \$500 \$2,000 \$10,000 Other: \$ _____



7924 Queenair Drive, Gaithersburg, MD 20879-4138
800.204.7501 301.948.7500 Fax 301.330.1451
www.runnersinc.com





VENDOR REFERENCES
(Please fill out all information completely!)

Company: _____

Address: _____

Contact/Phone: _____

Company: _____

Address: _____

Contact/Phone: _____

Company: _____

Address: _____

Contact/Phone: _____

Bank Reference:

Name: _____

Address: _____

Contact/Phone: _____

THIS AUTHORIZES RUNNERS INC. TO INVESTIGATE THIS INFORMATION FOR THE PURPOSE OF OBTAINING CREDIT.

Signature: _____ Date: _____

Print Name: _____



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TERMS OF SERVICE

The following Terms of Service will govern the business relationship between you and Runners, Inc. Please read these terms carefully and speak with your account representative about any questions you may have.

All shipments are insured by Runners, Inc. during transit for loss or damage to actual fair market value (limit \$100). Any value declared on any shipment in excess of \$100 shall be at the shipper's own risk unless prior written arrangements have been made by the shipper within our main office to purchase insurance. Under no circumstances shall Runners, Inc. be liable to the shipper or any third party for any special or consequential damages.

A finance charge of 1 1/2% per month will be charged on all past due balances over thirty (30) days. Accounts turned over for collection will be responsible for reasonable attorney fees and all collection costs.

Service will be suspended if account balance exceeds sixty (60) days.

A partial payment against an invoice is not acceptable unless authorized in advance. Invoices must be paid in full for service to continue. Deductions or set-offs will not be allowed or honored unless authorized in writing in advance.

Shipments are delivered to the recipient's address as shown on the package, but not necessarily to the named recipient personally. Regular service is not "restricted delivery." We may make an "indirect delivery." An indirect delivery is completed delivery to an address other than the address on the package.

Shipments may be released without obtaining a delivery signature.

All claims regarding loss or damages of any kind must be submitted in writing within five (5) days after delivery of shipment to Runners, Inc. Runners, Inc. shall not be responsible for shipments improperly packaged or labeled or for loss or damage caused by delay, or for consequential or special damages of any kind, whether or not Runners, Inc. had knowledge such damages might be incurred.

Maryland laws and regulations shall govern all issues regarding these services and all disputes shall be submitted to binding arbitration in Montgomery County, Maryland pursuant to the rules of commercial arbitration of the American Arbitration Association and the award of arbitration shall be enforceable in any court of competent jurisdiction in the same manner as any other judgement of Court. No redress may be had by any party in connection with services hereunder in any state or federal court.

Please sign and return this Terms of Service statement with your account application, keeping a copy for your records.

Signature: _____ Date: _____

Print Name and Title: _____

Print Name of Company (if any): _____



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