



Arizona Post Masters, LLC

P.O. Box 927 • Peoria, AZ 85380-0927 • www.PostMastersaz.com

Office: 623-537-3700 • Fax Order to 623-537-9978 • E-mail: info@postmastersaz.com

BROKER/AGENT AGREEMENT FORM

Office Hours are Monday - Friday, 9:00am to 5:00pm

- To ensure your posts are in for the weekend, our installers work Tuesday through Saturday. We strive to have all orders received before 5:00pm Monday-Friday, routed for **next day installation**. Orders outside of our standard coverage zone will be scheduled in as soon as possible and may take up to 3 days.
- We will notify you when your post has been installed.
- Removals will be handled within 2-3 business days. Please have the homeowner leave the post in place so it is easy to locate and we can fill in the hole.
- Agent agrees to check the removal box on original install order, date and fax to Post Masters when agents listing closes or expires.
- Post Masters will fax you a confirmation for your removal order. Please save it. If there is ever a discrepancy in our inventory records, it is your proof of the order. If you don't receive confirmation within 48 hours, re-fax your removal request because we did not receive it.
- Please use our newly redesigned form (which can be downloaded from our website) for requesting both installs and/or removals. It is necessary that we have **both the address and nearest major cross streets, as well as agent's name, company and phone numbers (including cell phone) in case of questions**.
- Unless specified when the order is placed, the installer will use their best judgment as to where to place the post. If we need to go out and move the post, there will be an additional charge.
- It is up to the agent to be aware of the homeowner association rules and regulations regarding posts on the properties requested for install.
- We can pick up and hold your signs for you at no extra charge, or you may leave them at the property for us to hang for you. However, pick up and/or delivery of a single sign will be associated with a trip charge.
- It is the Broker/Agents responsibility to check each city on their sign codes for directional signs, some areas do not allow posts to be placed at the end of streets. **We cannot check for you.**
- It is the Broker/Agents responsibility to check the Homeowners Association rules before placing a post.
- Severe weather conditions, such as heavy rain, may cause difficulty or delay in installing your post. You will be notified if we cannot put up your post in a timely manner due to flooding or other weather conditions.
- Commercial Accounts for large signs: It is the Broker/Agents responsibility to check city codes as to whether permits are required. **We do not check for you.**
- Post Masters takes full responsibility for any lost or damaged signs owned by Broker while in our storage. However, we will not be responsible for any loss of the agent's signs or riders after installation.
- Broker/Agent assumes full responsibility for any post rented from Postmasters that is lost, stolen or damaged beyond repair. This also applies to flyer boxes, sign frames or any other products rented from Postmasters.
- Post Masters will repair any damage to pipes and sprinklers as a result of our installation. Postmasters will **NOT** be responsible to pay for any damage if not given notice or opportunity to inspect any claimed damage.
- All invoices are due upon receipt. All accounts past due 30 days are subject to late fees and posts will be scheduled for removal.
- If you would like a computerized listing of all your active posts, please let us know and we will get one out to you right away.
- Either party upon thirty- (30) days written notice with or without cause may cancel this agreement. In this event, Post Masters may, at its sole discretion, recover all posts and property of Post Masters anytime within those thirty- (30) days of event of termination.

I have reviewed the post service price sheet and agree to comply with the above terms:

Broker/Agent Signature _____ **Date:** _____

Name Printed _____

FOR MORE BROKER/AGENT FORMS VISIT OUR WEBSITE AT WWW.POSTMASTERSAZ.COM