

If you choose to use Regis Communications, please print out the following simple agreement. Have someone of authority within your organization sign and date it and mail or fax it to us.

Contract Agreement

This is an agreement whereby _____, hereinafter referred to as "customer", is hiring Regis Communications, hereinafter referred to as "Regis" as a subcontractor to perform "Good Faith Effort" services.

- Customer agrees to provide all required material regarding a specific project and in a timely manner, allowing for completion of required tasks.
- Customer is aware of Regis' pricing structure regarding these services, and has been provided a copy of same.
- Customer is aware of the services included in a "basic" good faith effort and agrees to pay for same.
- Regis will make Customer aware of additional charges prior to performance of each task and upon Customer's approval, Customer agrees to pay for same.
- Regis will comply with all contract requirements provided by Customer. Customer will not hold Regis responsible in the event a contract bid is lost due to negligence on Customer's part.
- Once Regis has begun work on a project, Customer agrees to pay for any work completed. (i.e. in the event Customer later decides not to bid that project for whatever reason, they are to notify Regis ASAP.)
- None of the materials provided for a specific project shall be used for good faith efforts on any other project.

Payment for the services provided does not guarantee that Customer will be awarded project. Customer must be responsible for final checking of all materials to be sure wording, spelling, information and numbers are correct. Customer will negotiate in Good Faith with responding subcontractors/suppliers. Customer will not hold Regis responsible if Customer does not attend pre-bid or any required meetings, or loses an award due to their own negligence.

Authorized Customer Signature

Date

Company Name

Company Address

Company Phone/FAX and or email.

Regis Communications
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