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Client Services Account – Terms & Conditions

Description of Services:

Client authorizes and requests Accountable Document Solutions, LLC (hereinafter “ADS”) or its successors to perform certain services on its behalf which may include printing Certified Mail labels; printing of letters, invoices and other material through a third party print partner; and other services as agreed to in writing by both parties.

Terms:

Client hereby authorizes ADS to initiate an ACH debit to the bank account identified in order to create a credit balance with ADS equal to Client’s estimated monthly use of Certified Mail and other services. This is called the "Standard Account Balance". Client also authorizes ADS to initiate an ACH debit to refill the Client Services Account when the balance falls to 25% of the specified Standard Account Balance. ACH debits will be immediate upon the initiation of the transfers. This authority remains effective until written notice has been received by ADS of Client’s desire to terminate this agreement.

The funds credited to Client’s account will be held in a Trust Account in the name of ADS at Branch Banking and Trust (BB&T) and indemnified by a Fidelity Bond. Client will have access to the Client Services Account through the ADS website for the purpose of viewing debits and credits associated with the balance, as well as for viewing and printing monthly summaries and for downloading transactions.

ADS shall give advance notice of any changes in prices for its services. ADS reserves the right to terminate this Agreement at any time. Any discrepancies regarding the amounts debited must be reported in writing, within 90 days from the debit date, by Certified Mail, Return Receipt Requested, to ADS. Failure to deliver such notice within the prescribed period shall constitute a waiver by the Client of any and all remedies, causes of action or other forms of relief.

Client’s acceptance of these Terms and Conditions is completed on the Sign Up pages of the web site.