

TERMS & CONDITIONS

Part of our service is to advance disbursements on your behalf. We are able to make disbursements on the understanding and on the condition that we are promptly reimbursed. Your prompt payment of our account is always appreciated.

Large disbursements, including Property Transfer Tax (PTT) and all disbursements over \$500.00 per invoice, are made on the understanding that they are covered by funds held in trust, and that in all instances, remittance will follow immediately. Other disbursements must be reimbursed either on presentation of our statement (or on demand). All disbursements are conditional upon accounts being in good standing and complying with West Coast Title Search Ltd. account and credit requirements.

PTT disbursements are overdue if they are not remitted within one business day, and are subject to a charge of prime plus 3% per annum (calculated daily, for the first seven days they are overdue, and thereafter, are subject to a charge of 2% per month, calculated daily (26.83% per annum).

All accounts are due upon presentation of our statement and are overdue if not paid in 30 days. Overdue accounts are subject to a service charge of 2% per month (26.83% per annum) from the date of the invoice. A service charge of \$25.00 will be applied to all NSF cheques. Our collection policy is to be firm, but reasonable.

Concerning Lawyers: In extending credit we expressly rely, but not exclusively, on your professional duty to meet your professional financial obligations incurred or assumed in the course of practice, such as agency accounts.

BILLING INFORMATION

Invoices

Every day your work is completed, invoices will be returned to your office with the appropriate documentation attached. We use four part invoices. You will usually receive a total of three copies of each invoice. One or two copies will be returned with the completed work, while the third copy will be returned with your statement at no additional cost.

Statements

We have several statement periods: daily, weekly and semi-monthly. Usually, your statement period is based on your volume. However, if you require a specific statement period, we will be pleased to oblige. Our accounting system runs on a monthly cycle. Because of the different number of days in a month, the actual number of days included on your weekly and semi-monthly statements will vary.

Computerized Invoice Billing

We can provide your statement information on disk. This can eliminate the need for your staff to enter the invoice into your computer system. Some modifications or front end programming may be required to accept this information.

Account Application on reverse.

If you have any questions or require further information,
please call our Accounting Manager at
659-8600 (within the Lower Mainland)
or 1-800-553-1936

Website Address: www.wcts.com

Please complete the following:

Firm / Company Name: _____

Type of Business: _____

Address: _____

Billing Address:
(if different) _____

Phone: _____

Fax: _____

E-Mail: _____

Contact: _____

Title: _____

Form of Business: Sole Proprietorship Partnership Corporation

PRINCIPLES:

Name: _____

Title: _____

Name: _____

Title: _____

Bank Name & Phone No. _____

Account: _____ Length at Bank: _____ Contact: _____

Visa / Mastercard No. _____

Expiry Date: _____

Name of Card: _____

Which services do you normally expect to use?

Land Court Process Serving Victoria All Other _____

How did you hear of **West Coast Title Search Ltd.**? _____

I hereby authorize **West Coast Title Search Ltd.** to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account or any other direct business requirement. This consent is given pursuant to Chapter 78, Section 12, of the Credit Reporting Act, R.S.B.C. 1979.

The credit terms and conditions on page 1 of this application are acceptable and agreed to by the applicant.

Signed: _____ Title _____ Date: _____

THANK YOU very much for choosing **West Coast!**