



# My Signs Online Pty Ltd

1300 69 7446

1300 MY SIGN

f (07) 3491 8322

w [www.mysigns.com.au](http://www.mysigns.com.au)

e [admin@mysigns.com.au](mailto:admin@mysigns.com.au)

ABN: 69 110 250 309  
ACN: 110 250 309

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Included in this document should be three (3) pages:

1. New client application form (this page)
2. Ezi-debit payment form
3. Terms and conditions of use

Please complete the two forms, keeping copies for your records, and fax to (07) 3491 8322. You will be notified by phone when your online account is ready for use. By completing and returning the forms you are agreeing to all terms, conditions, and charges outlined in the 'Terms and Conditions of use' page and any other terms that may be added on the web site from time to time.

## NEW CLIENT APPLICATION FORM

### Business Details

Franchise / Business Name: \_\_\_\_\_

Suburb / Branch: \_\_\_\_\_

Principal(s) Name: \_\_\_\_\_

Principal(s) Mobile Phone: \_\_\_\_\_

### Office Details

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_ Office Fax: (\_\_\_\_) \_\_\_\_\_

Email Address (NB: This will be your user name): \_\_\_\_\_

Website (Of office, not franchise): \_\_\_\_\_

Login password (suggest all lowercase): \_\_\_\_\_



Direct Debit Request  
New Customer Form

1300 69 7446  
1300 MY SIGN  
fax (07) 3491 8322



Ezi DEBIT

MYS GEN

Customer Ref: (Office use only) \_\_\_\_\_

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Post Code: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Mob.) \_\_\_\_\_

**Payment Agreement**    **B** Payment with file upload

I authorise and request the debit user detailed below to debit payments from my nominate account, as specified below, at intervals and amounts as directed by My Signs Online.

I authorise and request that an administration fee, as described below, will apply per transaction and will be paid in addition to the due payment amount as directed by My Signs Online.

<b>Admin Fee:</b> -	Paid by My Signs	<b>Credit Card:</b> - 2.2% - min \$1.10 per transaction (BCard, MCard, VISA)
<b>Set Up Fee:</b> -	Paid by My Signs	4.4% - min \$1.10 per transaction (Amex, Diners)

**Ezi Debit From Bank Or Cheque Account, Building Society or Credit Union**

Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

BSB Number: \_\_\_\_\_ <sup>3/4</sup> \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

NOTE – Direct Debit is not available on the full range of accounts – if in doubt please refer to your financial institution

**Ezi Debit From Credit Card - NOTE: Ezi Debit Australia will appear on your credit card statement**

VISA     MasterCard     Bankcard     Diners     Amex

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

Batch Code / CCV: \_\_\_\_\_ The Batch Code / CCV is the 3 digit number that appears on the signature panel of your Visa, M/Card or B/Card or the 4 digit number that appears on the front of your AMEX

Card Holder Name: \_\_\_\_\_

**Terms And Conditions**

I/We hereby authorize Ezi Debit Australia Pty Ltd to make periodic withdrawals from the financial institution specified above on behalf of the business as described above. (Hereafter referred to as "the business") The administration of this agreement is conducted by Ezi Debit Australia acting as billing agent for the Business. The services provided by Ezi Debit Australia are administrative to the status of the Agreement and do not extend to the provision of any services or benefits of the Agreement as provided by the Business. This authority shall be interpreted and enforced pursuant to the laws of the state of Queensland. I/We request until further notice in writing to direct debit my/our account described above, any amounts which Ezi Debit Australia, **User ID number 165969**, may debit or charge me / us through the Ezi Debit system.

- The Financial Institution may, in its absolute discretion, determine the order of priority of payments by it if any monies pursuant to this request or any other authority or mandate.
- The Financial Institution may, in its absolute discretion, at any time by notice in writing to me / us terminate this request as to future debits.
- The user may, by prior arrangement and advice to me / we vary the amount or frequency of future debits.
- You are advised to verify account details against a recent bank statement and if uncertain you should contact your financial institution.
- It is your responsibility to ensure that you have sufficient clear funds in your nominated account to enable the direct debit to be honoured by your financial institution. Direct debits normally occur overnight; however transactions can take up to three (3) days depending on your financial institution.
- Any dispute arising from this or subsequent direct debits will be in the first instance directed to the business or Ezi Debit Australia. If no resolution is forthcoming you are advised to contact your financial institution.
- We will keep your information about your nominated account at the financial institution private and confidential unless this information is required to investigate a claim made in it relating to an alleged incorrect or wrongful debt, or otherwise required by law.
- By signing this form I/We agree to give 14 working days notice of cancellation in writing to the business.
- I/We authorise the Debit User to verify the details of the abovementioned account with my/our Financial Institution.
- I/We authorise the Financial Institution to release information allowing the Debit User to verify the above mentioned account details.

**This authority is to remain in force in accordance with the terms and conditions as described on this page, and I / we have read and understand the same.**

Signature(s) of Nominated Account  
\_\_\_\_\_

Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Staff Members Name:**  
\_\_\_\_\_

**Ezi Debit Office Use Only**  
Date Received: \_\_\_\_\_ Entered By: \_\_\_\_\_ Reference # \_\_\_\_\_

# **TERMS AND CONDITIONS**

## **How the system works:**

MySigns manufactures, installs, and removes marketing signs for real estate and other private promotion. Our signs are printed digitally in full colour allowing photos of any size to be used at no extra charge. We use UV outdoor inks and water resistant media to increase durability. We laminate all signs to give anti-graffiti properties which allows most marks to be removed.

The signs and the frames remain the property of MySigns Online for the entire leasing period and are expected to be able to be retrieved in a condition that allows their re-use. The standard sign fee allows for 3 calendar months leasing and each extra month (or part thereof) will be charged at \$11 per month.

A facility is provided within our web site to allow you to view photos of the sign installed on the property within minutes of it being stood up. From this facility, you can easily request a sign to be removed by clicking a few buttons, we ask that this be done just after the property becomes unconditional so we can minimise the chance of the new owner disposing of the sign and frame. If the sign is disposed of, lost, or damaged during the leasing period a charge of \$55 will apply. The leasing period commences when the sign is installed on the property and ends when the sign is removed by MySigns or one of its representatives (not when a request for removal is made).

Due to the efficiency of our system, upon approving a sign design, production will commence within a matter of minutes. Therefore, if a sign is approved, any cancellation that occurs after this point will be invoiced at the full amount.

## **Signs are designed in one of two ways:**

1. Our easy-to-use web site allows you to build and approve signs on the spot in a matter of minutes. Our web site will show you what the sign looks like and allow you to easily make any changes. Using the web site will not only eliminate any artwork charges, but also dramatically reduces the time it takes to get the sign on the property.
2. If you require custom artwork on the sign a nominal fee of \$27.50 will apply. This involves any modifications or design that our online system will not support.

## **Extra charges: All prices include GST**

Custom artwork fee for all non web site generated signs - \$27.50  
Relocation fee of sign within same property \$16.50  
Re-standing fee if sign has been knocked down by weather / other persons \$16.50  
Replacement frame fee if lost, damaged, stolen during leasing period - \$55.00  
Replacement sign sheet if lost, damaged, stolen - 50% of original entire sign price  
Sign cleaning fee - \$33 (No guarantees are given although most marks come off the laminate)  
Cancellation fee (after design) - \$27.50 (This only applies to custom artwork signs only)  
For Sale or One Sentence overlay applied to sign on site - \$33  
Site plan artwork (Basic) \$22 (Complex) \$38.50  
Difficult site erection - \$22 Awning erection - \$44

## **Payment:**

Payment for the signs is made automatically using the Ezi-Debit service. Upon the sign being installed, a photo of the sign (if available) will be available to view on the web site within your account. At this time an invoice will be generated and money will be transferred usually the following morning automatically. The accounts section within the web site allows you to view all your invoices and any records of payments that have been processed.

If you nominate direct debits from a bank account there is no service fee charged and only the invoice amount will be deducted. If you nominate a credit card for payment, a 2.2 - 4.4% surcharge will be added to the total depending on which type of card you use. These percentages are outlined on the Ezi-Debit form. This credit card surcharge carries a minimum fee of \$1.10.

**All prices above include GST**