

# Computer Service Drop/Pick-Up Agreement

## Mail Station Sign-Up Form

This simple "agreement" form is for all "mail stations" who wish to receive and deliver computers and accessories for repair from customer to counter and counter to customer for planocomputer.com. Planocomputer.com and ITFPro.com will pay a percentage of the origination ticket and delivery of finished product repair based on net payment. *Annual base is 10%, Semiannual is 5%, with incremental increases.*

This allows customers in your area to have their computer(s) serviced by a professional repair service and allow you to share in the revenue of such repairs. The simple terms are outlined below.

1. Mail station will provide adequate space for the technical diagnosis of units to be repaired.  
*(an area 3'x6' is adequate space or pre determined counter space)*
2. A work surface fixed or portable can be used and must be supplied by the mail station.  
*(can be provided If paid for in setup fee)*
3. Power to accommodate a monitor, keyboard, mouse and general small power tools is required.
4. A high speed internet connection supplied by the mail station, wired or wireless. *(wired is preferred)*
5. Sign banner stating "We Fix Computer's Here" must be displayed in lettering big enough to be clearly visible from the street.
6. Signage at the street, steak signs, peg signs, flag signs, sail signs or similar stating same content.
7. Mail station will use "Pre Printed" forms with our information only or Web-form(s) for customer entry.
8. Mail station will collect "Cash" or "Local Check" only made payable to planocomputer.com.
9. Mail station will provide NO technical information or diagnosis other than what is relayed in writing by customer and/or technical department.
10. All laptops/desktops must be tagged and bagged by mail station attendant including service ticket copy visible.  
*(a demonstration and procedure training will be scheduled and performed after signing with supplies.)*
11. All checks will be stamped/labeled "Deposit Only planocomputer.com" and all cash will be retained and handed over to planocomputer.com each Friday before close of mail stop business. **Mail station must be OPEN during posted hours.**
12. All service and warranty is guaranteed by planocomputer.com and is the sole responsibility of us.
13. Annual fee for membership is \$\_\_\_\_\_, or \$\_\_\_\_\_ semiannual (6 mos). *(Fee includes minimum 3x5' banner, (2) street signs, web form setup, training, supplies, 24/7/364 support, email address, link information to your website from ours, and from yours to us. Free advertising)*

Annual fees: \$ **1047** *(Supplied Banner \$-295.00)*, Semi-Annual Fee: \$ **813** *(\$-295 if you supply banner)*  
*(A percentage of the fee can be deducted from beginning sales receipts)*

Mail Station Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip +4: \_\_\_\_\_ - \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

By signing as owner or agent you agree to all terms and conditions set forth in the above agreement. Policies are subject to change without prior notice. All setup fees are final and non refundable. Planocomputer.com is not responsible for lost or stolen items including but not limited to desktops, laptops, power supplies, carry bags, cables, modems, hard drives, flash keys/cards, software, CD's, pictures, data, etc. while in mail station possession.

\_\_\_\_\_  
 Mail Station Representative (Authorized Person)                      Date of Agreement                      planocomputer.com

*Office Use only*  
 Control#: \_\_\_\_\_ (PLAN?) \_\_\_ Annual \$ \_\_\_\_\_ Amt.    \_\_\_ Semi-Annual \$ \_\_\_\_\_ Amt.

Banner supplied by Mail Station? **Y N** Counter Space Available now? **Y N** Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email issued: \_\_\_\_\_ (@planocomputer.com) Pswd: \_\_\_\_\_

High Speed Carrier: \_\_\_\_\_ mbps? \_\_\_\_\_ Diagnostic bench accommodations? **Y N**

Amount received: \$ \_\_\_\_\_ \_\_\_ Cash \_\_\_ Check Percentage Net ticket? **5% 10% 15% 20% 30% 40%**

Fee schedule breakdown: Annual \$59 mo. \$22 per street sign (2) Banner 3'x6' min \$295 (\$1047), Semi-Annual: \$79 mo. \$22 per street sign (2), Banner 3'x6' min \$295 (\$813)