



# ACCOUNT APPLICATION

Thank you for your interest in opening an account with Norco and/or one of our affiliate Division(s), Overnite Express and/or ASAP Legal Services ("Carrier"). After completing the following information, fax to (800) 808-6929. Applications require one to two business days to process and approve.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Your Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## COMPANY INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

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

Primary Shipping Contact: \_\_\_\_\_ How many people in your company process shipments? \_\_\_\_\_

Shipping Contact E-mail: \_\_\_\_\_ Shipping Contact Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Carrier will occasionally send e-mail notifications about critical changes that may affect our service. Carrier will never sell your information to a third party. If you do not want to be included in these types of communications please check the opt out box.  Opt Out

## BILLING INFORMATION (If different from above. This information is required for each account.)

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Accounting E-mail: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

- Please select the service(s) you would like an account established:
  - Overnite Express
  - On Demand Messenger
  - ASAP Legal Services
  - Routed Courier
  - Mail Process and Distribution
- What prompted you to open an account? (Please circle one.)  
Advertising/Direct Mail - Saw Drop Box - Received Package - Referral - Previous Client - Sales Rep - Event \_\_\_\_\_
- Which shipping companies do you currently use?  FedEx  UPS Other: \_\_\_\_\_
- On average how many overnight shipments do you send throughout California, Arizona and Nevada each month:
  - 1-10
  - 11-20
  - 21-40
  - More than 40
- What is the nature of your business? \_\_\_\_\_ Do you have other branch offices in CA, AZ or NV?  Yes  No
- Are you applying to be an Authorized Shipping Reseller?  Yes  No
- Do you have a Special Offer or Marketing Code?  Yes  No If Yes, Code: \_\_\_\_\_

## TERMS & CONDITIONS:

Please note that by establishing an account with Carrier, you are agreeing to the terms and conditions of our current service guide (viewable at [overniteexpress.com](http://overniteexpress.com)). What follows are some important things you should know before you submit this application: Accounts are invoiced weekly and due and payable within 15 days of receipt (aka: Net 15). Carrier accepts payments via Check or Credit Card (Visa, MC, AMEX, Discover). Any account thirty days past due will incur interest and be responsible for any fees incurred to collect. Any account with an outstanding balance exceeding 60 days may be suspended. **All accounts are REQUIRED to have a credit card held on file and will be automatically debited if 1) requested by the client or; 2) the account ships less than \$150 per quarter or; 3) the account has an outstanding balance exceeding ninety days.** Accounts inactive for 3 months may be closed. It is the responsibility of the shipper to ensure that a shipment tendered to Carrier does not violate any federal, state, provincial, or local laws or regulations applicable to the shipment.

See attached Credit Card Authorization Form to complete the application.

I have read and agree to the terms and conditions of the Carrier \_\_\_\_\_  
Authorized signature required to process application \_\_\_\_\_ Date \_\_\_\_\_

(800) 683-7648

[norcodelivery.com](http://norcodelivery.com) [overniteexpress.com](http://overniteexpress.com) [asaplegal.com](http://asaplegal.com)

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