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# Certified Green Card Monitoring Service

I/We request Builders Notice Corp. to monitor all Certified Mail-“Return Receipt Green Cards” related to all notice to owners, effective with all requests for Notice to Owner preparation received by Builders Notice Corp. on or after \_\_\_\_\_ (effective date).

## TERMS & CONDITIONS

1. Fee for the monitoring service is \$4.50 per Notice to Owner.
2. The fee for “Green Card” monitoring includes delivery charges, or posting at job site charges, that may be required to effect proof of delivery. Notice to Owner requests must be received by Builders Notice Corp. before the 10<sup>th</sup> day after the job start date for the monitoring fee to include such charge. Requests received on the 10<sup>th</sup> day or later from job start date will be assessed additionally out of pocket costs for overnight delivery postage; etc. that may be regarded.
3. The monitoring service is not available for Notice to Owner requests received beyond 30 days of job start date.
4. Because the fee charged in connection with this service is insufficient to guarantee the receivable for which the Notice to Owner is sent, no liability can be assumed. Notwithstanding, should a court for any reason hold Builders Notice Corp. liable for any negligence, breach of agreement, or culpability whatsoever, the amount of such liability shall not exceed \$1,000. This limitation is cumulative, i.e. a cumulative total of \$1,000 for any loss arising out of the Notice to Owner, service thereof, and/or monitoring of the Green Cards or other “Proof of Delivery.”
5. Work Order/Request for Notice to Owner received by Builders Notice not later than 10 days from stated job start date: Builders Notice will send “certified mail return receipt requested”. If certified mail return receipt is not received by the 37<sup>th</sup>- 40<sup>th</sup> day after indicated job start, Builders Notice will follow up and attempt to deliver by Federal Express or courier, at the option of Builders Notice, at no additional charge.
6. Work Order/Request for Notice to Owner received by Builders Notice not later than 30 days from stated job start date: Builders Notice will send “certified mail return receipt requested”. If certified mail return receipt is not received by the 37<sup>th</sup> – 40<sup>th</sup> day after indicated job start, Builders Notice will follow up and attempt to deliver by Federal Express or courier, as requested by you, with additional charges for Federal Express and/or courier to be paid by you, the subscriber.
7. Work Order/Request for Notice to Owner received by Builders Notice not later than 40 days from stated job start date, initial delivery attempt will be made by Federal Express and/or courier with costs to be paid by you, the subscriber.
8. Requests received on the 40<sup>th</sup> day or later will be attempted to be delivered as specifically requested by you, the subscriber. However, a request that is received at such a late date is not likely to be timely served. The Notice to Owner may not be timely delivered for legal requirements, but may or may not be or some practical assistance in regard to your receivables.

Signature \_\_\_\_\_ Name (Please Print) \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_