

## New Customer Onboarding Form

Upon completing this form, please mail it to 780 Cusick Parkway, Oregon WI, 53575 or email it to ar@thysse.com. If you have any issues providing any information required below, you can email us at the address above or call us directly at 608.249.6951

### Primary Business Contact:

Business Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Primary Accounts Payable Contact:

Accounts Payable Contact: \_\_\_\_\_

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

Accounts Payable Email: \_\_\_\_\_

Accounts Payable Phone: \_\_\_\_\_

### Additional Information:

Do you prefer paperless billing?  Yes  No

Paperless billing email: \_\_\_\_\_

Does your company require purchase orders?  Yes  No

Is your company exempt from sales tax?  Yes  No

If Yes, please include your tax exemption form when returning this form

### Preferred Payment Methods:

Check all that apply.

Check

Credit Card (A service fee will be applied.)

ACH (Please contact us for set up instructions.)

Net 30 Terms: Upon review and approval

If Net 30 checked, please fill out the Credit Application below

**New Customer Credit Application**

This section is only required if Net 30 Terms was selected above. The information provided will be held in strict confidence and will only be used by Thyse for internal purposes. It will never be sold or used in any other way.

**Officer/Owner:**

Name \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Bank Information:**

Bank Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 1:**

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 3:**

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Agreement**

This agreement is entered into by and between Thyse Printing Services Inc (“Thyse”) located at 780 Cusick Parkway, Oregon WI 53575, and ("Customer"), as signed below.

### **1. Scope of Work:**

a. Thyse agrees to provide print and design services to Customer as outlined in all projects from this date forward.

### **2. Payment Terms:**

a. Customer agrees to pay Thyse the total amount of any approved estimate plus any additional shipping and/or taxes subject to the approved work.

b. Payment shall be made Net 30 or otherwise negotiated.

c. All payments shall be made in USD by the following methods: ACH, Check, Credit Cards. If paying by wire, a separate form will be needed, and customer will be subject to wire fees.

### **3. Postal Payment:**

a. The Customer acknowledges that the USPS requires full payment for postage prior to mailing.

b. If applicable, Customer agrees to provide necessary funds for postage or utilize Customer designated Postal Account as outlined in the Project specifications.

### **4. Manufacturing Deposits:**

a. For first-time Customers, a deposit may be required to cover production and outside service costs.

b. The deposit amount and terms will be specified in the project specifications.

### **5. Delivery:**

a. Thyse shall deliver the finished goods to the Customer's designated address as specified in the Project specifications

b. The Customer agrees to provide timely feedback and approval to avoid delays in the Project timeline

c. Delivery timelines shall be as agreed upon between the parties and specified in the Project specifications, within the scope the of Thyse’s capabilities.

### **6. Tax Exempt Status:**

a. The Customer acknowledges that submission of the required tax-exempt form is necessary for Thyse to support the customer's tax-exempt status.

b. The Customer agrees to provide the necessary documentation and cooperate with Thyse in completing the tax-exempt process.

### **7. Intellectual Property:**

a. The Customer retains all rights to any original content provided for the Project.

b. Thyse retains all rights to any design elements or intellectual property developed by Thyse during the course of the Project.

### **8. Termination:**

a. Either party may terminate this Contract with written notice in the event of a material breach by the other party.

b. Upon termination, the Customer shall pay the Company for any work completed up to the termination date.

### **9. Confidentiality Agreement**

Customer and Thyse Printing Services, Inc (“Thyse”) wish to discuss matters pertaining to their current or prospective business relationship. For such discussions to be meaningful, it will be necessary for Customer to provide to Thyse certain proprietary and confidential information relating to Customer’s business.

As consideration for Customer agreeing to disclose such information to Thyse, and for other good and mutual consideration, the receipt and sufficiency of which are hereby acknowledged, Customer and Thyse hereby agree as follows:

1. All information heretofore and hereafter disclosed by DISCLOSING PARTY to Thyse, whether orally, in writing, or in electronic form, pertaining to any engagement between (Customer) and Thyse shall be deemed to be confidential information (“Confidential Information”).

2. Notwithstanding the foregoing, the obligations of confidentiality under this Agreement shall not apply to Confidential Information that:

(a) is already known to Thyse at the time it is disclosed by Customer;

(b) has been independently developed by Thyse;

(c) becomes or has become publicly known through no wrongful act of any party;

(d) has been properly received by Thyse from a third party without a restriction on disclosure; or

(e) is required by law, court order, subpoena or regulatory requirement to be disclosed.

3. Thyse shall retain all Confidential Information in strict confidence, exercising the same standard of care used by Thyse to protect its own confidential and proprietary information, to prevent the disclosure of Confidential Information to any third party. Thyse shall not use Confidential Information for any purpose other than in furtherance of the purposes described in the introductory paragraph of this Agreement. Thyse represents and warrants that each of its

employees and agents to whom Confidential Information is disclosed shall have a need to know such information for the purposes contemplated by this Agreement.

4. Thyse shall adopt procedures to reasonably ensure that the provisions of this Agreement are enforced and respected and shall instruct its employees and agents who are provided access to Confidential Information that such information shall not be discussed with or disseminated to anyone who is not directly involved in these discussions.

5. In the event disclosure of Confidential Information is required under provisions of any law or court or regulatory order, Thyse will use all reasonable efforts to notify DISCLOSING PARTY of the obligation to make such disclosure sufficiently in advance of the disclosure that DISCLOSING PARTY will have a reasonable opportunity to intervene and object.

6. Thyse's obligations under this Agreement shall survive for the duration of discussions or negotiations regarding the proposed services and, if the business relationship is not consummated, for the period of Thyse's record retention obligations. If the business relationship is consummated, this Agreement shall terminate and be of no further force or effect, and the subject matter herein shall be governed by the engagement letter or other agreement whereby Thyse is engaged to provide professional services to Customer and by the statutes and regulations that prohibit Thyse from disclosing confidential client information.

7. If Thyse violates this Agreement, Customer shall be entitled, if it so elects, to institute and prosecute proceedings in any court of competent jurisdiction to obtain relief by way of injunction to enforce its rights hereunder.

8. Any waiver, modification, or amendment of any provision of this Agreement shall be effective only if in writing in a document signed by both parties that specifically refers to this Agreement.

9. This Agreement constitutes the full and complete understanding and agreement of the parties hereto with respect to the subject matter covered herein and supersedes all prior and contemporaneous oral or written understandings and agreements with respect thereto.

10. If any provision of this Agreement is found to be unenforceable by a court of competent jurisdiction, such provision shall be amended under the court's supervision so as to be enforceable to the fullest extent permitted by such court, and the remaining provisions shall nevertheless remain in full force and effect.

11. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, other than with regard to that State's choice of law provisions.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this Agreement as of the later date set forth below.

DISCLOSING PARTY

Thysse Printing Services, Inc

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_