

Individual Application for Plant Use

Individuals who seek access to plant records must agree to the terms below in order to acquire approval to use the title plant at Nacogdoches Abstract & Title Co., Inc. Nacogdoches Abstract & Title Co. reserves the right to refuse any application for plant use for any reason at any time.

Payment Policy

1. Landmen will fill in timesheets accurately and COMPLETELY every time they access plant records.
2. All landmen will be expected to pay for time used when exiting the plant UNLESS we are provided with valid credit card information OR a security deposit for time used.
3. In the event that a landman does not return to the title plant, time billed will be charged to the credit card provided or security deposit retained at the end of the business day.
4. The title company may allow time to be billed directly to a reputable Oil & Gas Company upon receipt of written permission from the Oil & Gas Company and completed application itemizing each landman who will be allowed plant use and agreement of billing terms.
5. All landmen will be required to provide a copy of his/her valid driver's licence or state issued ID.

Plant Use Policy

1. Landmen will fill in records request form each time they access plant records.
2. Landmen will not be allowed to access records without assistance with exception to GENERAL cards.
3. Landmen will not be allowed to refile records. Plant employees will be responsible for this.
4. Landmen will be held accountable for the condition of records used. Missing records will result in a termination of plant use privileges. Documents or cards returned out of order or in disarray will result in a \$40 reorganization fee which may be charged to credit card or security deposit provided without notice.

Fee Structure

1. Plant use will be billed at the rate posted in the plant at the time of use. Time will be prorated and landman will be billed for actual time used.
2. Print-outs are available for records from September of 1989 forward. Print-outs will be billed at the rate posted in the plant at the time of use.
3. Copies made will be billed at the rate posted at the time of use.
4. Current sales tax rates apply to all services and products billed.

Initials

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Cell #: () _____

Email: _____ Driver License # _____

Driver License State _____

Credit Card Type: _____ (Visa/MC/Am Ex/Disc) Credit Card # _____

Name on Card: _____ Exp Date: _____ CCV Code: _____

Credit Card Billing Address: _____

CompanyName: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Cell #: () _____

Email: _____ Fed Tax ID # _____

Bill to: _____ Landman _____ Company
 (company approval required)

By signing below, I acknowledge that I have read and understood the policies set forth above and hereby agree to all terms of use for the abstracting plant at Nacogdoches Abstract & Title Co., Inc. I understand that plant use is a privilege and unsatisfactory conduct or failure to comply with plant policies will result in termination of plant use privileges. I also understand that Nacogdoches Abstract & Title Co., reserves the right to change the terms and policy set forth in this document at any time without any prior oral or written notice to me or my company. I further acknowledge understanding that Nacogdoches Abstract & Title Co. reserves the right to refuse access to the title plant to me at any time for any reason.

Signed: _____
 Printed Name: _____
 Date: _____