

## Company Application for Plant Use

Companies 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. Not all applications will be approved for company billing. Nacogdoches Abstract & Title Co., Inc reserves the right to refuse company billing for any reason at any time.

### Payment Policy

1. Company contact person will provide list of landmen authorized to bill plant use fees to company.
2. Landman will fill in timesheet completely each time he/she visits the plant.
3. Landman is responsible for any information required by his employer. Title Company expects payment for time billed whether landman provides all required information or not.
4. Plant use fees will be billed twice monthly. Payment is expected within 30 days of billing. Failure to keep account current will result in termination of company billing agreement.
5. Company contact person must submit approval for new landmen before they will be allowed to bill to company.
6. Company must be able to provide a Federal Tax ID number.

### 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 his employer 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

CompanyName: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Contact Name \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Cell #: ( ) \_\_\_\_\_

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

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: \_\_\_\_\_

**Schedule of Approved Landmen**

The individuals listed below are approved by \_\_\_\_\_ (company) for plant use. I, \_\_\_\_\_, hereby authorize Nacogdoches Abstract & Title Co., Inc. to permit these landmen to use the title plant as a representative of our company. We agree to guarantee payment of any and all invoices issued to us by Nacogdoches Abstract & Title Co., Inc. We understand that the individuals listed below will be considered a representative of our company and will accept full responsibility for any financial obligations and conduct while using the title plant.

**Landman Name(s)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The individuals above are authorized for title plant use as a representative of \_\_\_\_\_ (company).

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_