



## CUSTOMER REGISTRATION FORM

Please complete this form and email to: [ACCOUNTING@INETLTE.COM](mailto:ACCOUNTING@INETLTE.COM)

Company Name (dba):  Date:

Legal Name (if different than above):

Industry:

Please provide a current [W-9 Form](#), signed and completed.

### CUSTOMER INFORMATION

---

Customer Type:

Retail

Wholesale

Sales Tax Status: If exempt, certificate is required

Exempt

Non-exempt

Street Address

Street Address line 2

City

State

Zip Code

Phone Number

Email Address

### BILLING & CONTACT INFORMATION

---

Primary Accounting Contact (Manager, Supervisor)

Name

Title

Street Address

Street Address Line 2

City

State

Zip Code

Phone Number

Email Address

Secondary Accounting Contact (Someone who can answer specific questions about the account activity)

Name

Title

Street Address

Street Address Line 2

City

State

Zip Code

Phone Number

Email Address



**SUBMISSION OF INVOICES**

---

**Preference for Submitting Invoices**

Email      Email Address:

Mail      Mailing Address

Portal      Portal Name:

If your company requires invoices to be submitted through an online portal, please provide specific details below as to what is required.

Other

Portal: Specific Details - please be thorough in your details provided

**Special Requirments**

Signature Required

Stamp Required

AFE Required

Approver Codes Required

Other

**Shipping Information**

Primary Shipping (On-Site) Contact

**Name**

**Title**

**Street Address**

**Street Address Line 2**

**City**

**State**

**Zip**

**Phone Number**

**Email Address**

**TECHNICAL CONTACT INFROMATION** (who should be notified about Network outages, alerts, etc.)

---

This person will receive all NOC (Network Operations Center) notifications

**Technical Contact Name**

**Title**

**Primary Phone Number**

**Secondary Phone Number**

**Primary Email Address**

**Secondary Email Address**

For Questions about this form, please contact Infrastructure Networks, Inc. Accounting office by emailing [ACCOUNTING@INETLTE.COM](mailto:ACCOUNTING@INETLTE.COM) or by calling 832-862-7547



**More Information: Please read and acknowledge by checking the box**

**Invoicing for Services & Products:** Invoices for Monthly Recurring Charges (MRC) are generated and delivered monthly within the first five days of the month. **Non-Monthly Recurring Charge invoices** are generated daily and delivered within 1-2 days of when they are generated. **Equipment invoices** are generated when the equipment is shipped to customer and delivered within 1-2 days of ship date. All invoices are due and payable 30 days after the date of the invoice unless customer's Master Service Agreement states otherwise. Fixed charges (MRC) are billed in advance and usage-based charges are billed in arrears. Billing for partial months is prorated. Past due amounts bear interest at 1.5% per month or the highest rate allowed by law (whichever is less).

**PAYMENT DISPUTES:** All invoices are due and payable 30 days after the date of the invoice unless customer's Master Service Agreement states otherwise. Fixed charges (MRC) are billed in advance and usage-based charges are billed in arrears. Billing for partial months is prorated. Past due amounts bear interest at 1.5% per month or the highest rate allowed by law (whichever is less). Customer is responsible for all charges respecting the Service, even if incurred as the result of unauthorized use. If Customer reasonably disputes an invoice, Customer must pay the undisputed amount and submit written notice of the disputed amount (with details of the nature of the dispute and the Services and Invoice(s) disputed). Disputes must be submitted in writing within 60 days from the date of the invoice. If the dispute is resolved against Customer, Customer shall pay such amounts plus interest at the above-stated rate from the date originally due.

**TAXES:** Customer will be responsible for all taxes and fees that arise in any jurisdiction, including value added, consumption, sales, use, gross receipts, foreign withholding (which will be grossed up), excise, access, bypass, franchise or other taxes, fees, duties, charges or surcharges (including without limitation surcharges for the recovery of regulatory contributions or costs) imposed on or incident to the provision, sales or use of Services. Charges for Service are exclusive of such taxes and fees. In the event Customer claims exemption from any such taxes or fees Customer may present Infrastructure Networks, Inc an exemption certificate that validly exempts Customer from any such taxes or fees. Infrastructure Networks will give prospective effect to such certificates.

**DEFAULT:** If (A) Customer fails to make any payment when due and such failure continues for five (5) business days after written notice from Infrastructure Networks, or (B) either Party fails to observe or perform any other material term of Infrastructure Networks standard MSA Agreement and such failure continues for thirty (30) days after written notice from the other Party, then the non-defaulting Party may terminate their Agreement and/or any affected Service, in whole or in part, and/or pursue any remedies it may have at law or in equity.



**PAYMENT ON ACCOUNT**

Infrastructure Networks, Inc. accepts two forms of payment: ACH Deposit (Preferred) or check by mail. Specific information is provided on the "Notice to New Customers" document provided as part of New Customer Onboarding packet.

***Note: make sure to review the entries before signing***

**Signature of Person Completing the Form**

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

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*