

REED & GRAHAM, INC.

P.O. Box 5940

San Jose, CA 95150

Phone: (408) 287-1400

Fax: (408) 288-7771 (Credit Department)

www.rginc.com

Internet Access Agreement

This Agreement is made and entered into by and between Reed & Graham, Inc., 690 Sunol Street, San Jose, California 95126, and _____, referred to herein as "Customer," and is dated _____.

Customer agrees to the following terms and conditions:

1. Customer understands and agrees that internet access to account information is a privilege, not a right. Access may be revoked at any time by the Reed & Graham, Inc., as it shall see fit. This Agreement must be signed by an officer or authorized representative of Customer.
2. Customer understands and agrees that in order to ensure proper operation, to verify and maintain security features, and for other purposes, internet access to account information is subject to monitoring by Reed & Graham, Inc. personnel without notice. Customer agrees that its employees will not attempt to upload, change or place materials on this system, circumvent security features, or use this system for other than its intended purposes.
3. Customer understands that ***passwords must be kept strictly confidential***, otherwise Customer's confidential information about its account may be accessed by unauthorized individuals. Customer understands and agrees that unauthorized access to account information other than as allowed by authorized passwords is a breach of this Agreement and a violation of law.
4. Customer understands that the confidential account information includes the preceding month's statement, open and paid invoices (which also reflect prices for materials), scale tags (which also reflect scale activity).
5. Customer will immediately notify Reed & Graham, Inc. if any password assigned to its employees is lost, stolen, or disclosed in any other manner, so that Reed & Graham, Inc. can disable that password and issue a new one. Customer agrees to defend, indemnify, and hold Reed & Graham, Inc. harmless from any claims by any persons or entities arising directly or indirectly from the unauthorized access to Reed & Graham, Inc.'s computer system as a result of the use of any password assigned to its employees.
6. Customer releases Reed & Graham, Inc., and all organizations related to its internet connection, from any loss, claim, liability, or damages that may result from the loss of any password assigned to its employees, unauthorized access to account information, and/or Customer's inability to access account information through the internet due to technical or computer problems.

7. Customer understands and agrees that although reasonable efforts have been made to ensure that electronic information on the Reed & Graham, Inc. computer system is complete, accurate and timely, Reed & Graham, Inc. does not represent that the information is complete, accurate and timely in all instances.

8. Customer currently has the following accounts established with Reed & Graham, Inc.:

Account No. Account Name

9. Customer authorizes the following employees to have access to the following accounts (attach separate sheet if not enough room to list all employees):

Employee/Account Information:		Access Type Granted (circle selection):			
Employee Name	Account No.	<i>Invoices</i>	<i>Packing Slips</i>	<i>Scale History</i>	<i>Other</i>
		Y / N	Y / N	Y / N	
		Y / N	Y / N	Y / N	
		Y / N	Y / N	Y / N	
		Y / N	Y / N	Y / N	
		Y / N	Y / N	Y / N	

10. The person executing this Agreement, represents and warrants that he or she is an officer or duly authorized representative of Customer, and has the proper authority to bind Customer to the obligations of this Agreement.

11. Facsimile and photocopied signatures shall be as valid as original signatures for all purposes of this Agreement.

Signature: _____

Print Name & Title: _____

System Requirements:

- 1) Web browsers: Microsoft Internet Explorer, or Mozilla Firefox.
- 2) "Cookies" must be enables in web browser.
- 3) Adobe's Acrobat Reader (required to view/print documents)
- 4) Username & Password required to access account information.