

Please complete the information below for each employee of your firm who you want to have access to our on-line project information. Please type or print legibly.

<u>Persons Name</u>	<u>Title</u>	<u>User ID</u>	<u>Password</u>	<u>E-Mail Address</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

The password must be more than 5 characters in length. It may be any combination of letters and/or numbers. Please note that all letters used in the UserID and Password will be lower case and there will be no blank spaces. (Use Additional Sheet If Needed)

Firm Name _____

Phone/Fax _____ / _____

Address _____

Your Name _____

City/State/Zip _____

Date _____

Please list your web-site address if you have one. _____

Please list your company's e-mail address. _____

Please fax this form to Builders Exchange of Kentucky, in Lexington 859-288-0095 OR in Louisville 502-459-9803. We will notify you when the user id and passwords have been established.

THE BUILDERS EXCHANGE ONLINE SERVICE AGREEMENT:

1. I understand **THE BUILDERS EXCHANGE IPIN SYSTEM** is for use only by those companies, agencies and individuals that have a fully paid membership to **THE BUILDERS EXCHANGE**. Furthermore, I understand the information contained therein is proprietary in nature under copyright law, and has market value.
2. Only employees of the company listed below will use the IPIN system. Employees are defined as persons receiving a W-2 from said company for the current year. **Sub-contractors and consultants are not considered employees.**
3. Any distribution of account name(s) and password(s) to person or persons outside your company will result in ***immediate termination of all services.***
4. I understand that when I have employees that terminate employment with our company, I will notify Builders Exchange promptly.
5. I understand that Builders Exchange may cause our password(s) to be changed from time to time.
6. **I will on the attached sheet validate the name for each employee of my firm who is to have access to your on-line project information. (As defined above.)**

I understand and agree to the following terms and conditions as they apply in using THE BUILDERS EXCHANGE ONLINE service.

Signed: _____

Print Name: _____

Title: _____

Company: _____

Date: _____