

Wisconsin River Bank Courier Service Agreement

At the request of the undersigned client ("Client"), Wisconsin River Bank ("Bank") has arranged for courier contracted services to be provided to facilitate delivery of documents, currency, coins, checks, and other bank related materials ("Deposit") to and from the undersigned Client and the Bank.

In consideration of these services, the Client and the Bank agree as follows:

1. The Bank has prearranged to have courier pick up the Deposit from the Client and to have delivery to the Bank. The Bank may cause a third party to perform such pick ups and deliveries at its option at any time during the term of this agreement.
2. The transmittal of the Deposit from the Client to the Bank shall not be deemed to be received by the Bank, or to be a deposit, until it is delivered to one of the Bank's Personal Bankers or tellers at 608 Phillips Blvd., Sauk City, Wisconsin; 53583. **The aggregate cash portion of all deposits is restricted to \$15,000.00 or less.** If it is requested that cash be delivered to the Client at their business address, as listed below, a debit will be made to the Client's checking account for the amount requested.
3. Checks delivered to the Bank pursuant to the Agreement must be properly endorsed.
4. All items comprising a deposit must be placed in a locked bag furnished by the Bank. The deposit bags provided by the Bank will be the only receptacle in which deposits are accepted. Deposits with checks, in excess of 10, must be accompanied by a calculator tape. The Client shall notify the bank when additional bags are needed. With a locked bag, the Client will receive two (2) keys. The Bank will retain a pass key that will open each deposit bag upon receipt.
5. Once the deposit is received by the Bank, it will be opened under dual control by two (2) of the Bank's employees. The joint record of two (2) Bank employees shall be conclusive evidence of the contents of the deposit bag. A receipt for the Deposit will be printed, placed in the bag and returned on the next scheduled courier pick up day. See Exhibit A for further details.
6. The Client acknowledges receipt of bag number(s) _____ and key number(s) _____. The client agrees that all deposit bags and keys are the property of the Bank and will be returned to the Bank upon demand. The cost of replacing any bags or keys, if and when required, may be collected by the Bank through a charge to the Client's checking account.

7. The Bank is not liable for any loss, claim, or damage arising out of the services to be performed under this Agreement, except for the Bank's gross negligence or willful misconduct. In the event of the Bank's gross negligence or willful misconduct, the Bank's liability is limited to \$500.00 under the terms of this Agreement. In no event shall the Bank be liable for any indirect, incidental or consequential damages. In no event, shall the Bank be liable for the Client's failure to abide by the terms of this Agreement or the Courier Procedures.
8. The Client agrees to return all bags assigned to them at the termination of service, or a fee of \$25 will be assessed for each cash locking bag that is not returned.
9. The Client agrees that it has received a copy of the Courier Procedures, identified as Exhibit A, and that they will comply with the components and terms of these procedures. Additionally, the Client agrees to adhere to any further rules and procedures that may be established in connection with the courier service provided under this Agreement.
10. The Bank may terminate this Agreement at any time upon written notice mailed, or hand delivered, to the Client at the address shown on the Page 3. This notice shall become effective upon receipt by the Client.
11. The Client may terminate this Agreement at any time upon written notice, mailed or hand delivered, to the Bank at its principal place of business: 608 Phillips Blvd, PO Box 636, Sauk City, WI 53583-0636.

COURIER SERVICE AGREEMENT

Dated: _____

ACKNOWLEDGED:

(CLIENT)

(ADDRESS)

(City)

(State)

(Zip)

By: _____

By: _____

Courier Agreement

Cancelled By: _____ Date: _____

ACKNOWLEDGED:

WISCONSIN RIVER BANK
608 Phillips Blvd
PO Box 636
Sauk City WI 53583-0636

By: _____

Title: _____

**COURIER SERVICE AGREEMENT
COURIER SCHEDULE REQUEST**

This is to request courier service to and from Wisconsin River Bank for the following business client at the following address:

Client: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____ E-mail: _____

Please check the day(s) for service. Please note that your deposit must be ready for the courier by the designated time, as stated in Exhibit A.

ON CALL DAILY MON TUES WED THURS FRI

We will make every attempt to arrange a pick up time that is convenient for your business; yet your arrangements must be acceptable to **Special Deliveries** as the courier.

Date: _____

Contact Person: _____

Authorized Signer: _____

Title: _____

Bank Officer _____

EXHIBIT A

COURIER PROCEDURES

For the convenience of our Clients, Wisconsin River Bank ("Bank") will provide arrangements for a courier service. In order to provide the best possible service, all Clients agree to use the following courier procedures:

1. **Minimum deposit for courier pick up is \$2,500.00.** If courier pickup occurs below set agreed upon minimum, client is to pay applicable courier call costs.
2. Deposits will be sent via the locked deposit bags provided to your business by the Bank.
3. Pick up will follow a predetermined schedule, which is agreed upon by signing the appropriate form. **On Call clients, please call Special Deliveries at 608-345-4502 (before 3:00 PM) the day preceding your request for a deposit pick-up.**
4. You must have your deposit ready by the scheduled pick up time. This will allow the Bank to process your deposits on a timely basis. **No return stops will be made by Special Deliveries for items that are not ready at the scheduled courier pick up time.**
5. If you do not have a deposit on your scheduled day, **to cancel call Special Deliveries at 608-345-4502 by 11:00 AM on the scheduled pick up day.** If pickup occurs and no item is sent, client is to pay applicable courier call costs.
6. Your deposit receipts or duplicate deposit tickets will be returned in your locked bag via the Bank courier at your next scheduled pick up time.
7. Total daily cash in all deposits **should not exceed \$15,000.00.**
8. A Courier Schedule Request form must be signed to indicate your acceptance as to the day(s) of your pick up. The time will be set by the Bank's contracted courier, **Special Deliveries.**

Unless otherwise indicated, all defined terms in this Exhibit A, Courier Procedures, have the same meaning as in the Courier Service Agreement between the Bank and the Client.