



## CREDIT AND ACCOUNTS RECEIVABLE POLICY GOVERNMENT AGENCIES

July 1, 2018

### PARTS ORDERS

Bergkamp Inc., at its sole discretion, will provide credit lines for parts orders on a net 30-day terms. Parts orders may be paid by check, credit card, or electronic bank transfer. Credit Card payments exceeding \$10,000/month will be subject to a 3.75% convenience fee. Orders which remain unpaid after 30 days will be subject to finance charges of 18% per annum. Orders unpaid after 90 days will result in the credit line being revoked and the beginning of collection procedures.

It is the customer's responsibility to contact the Bergkamp accounting office if it has a problem with an outstanding invoice. If a customer's account is past due, Bergkamp reserves the right to apply payments on parts orders to the oldest outstanding invoice regardless of the customer designation.

### EQUIPMENT ORDERS

Equipment orders (models identified by a PIN number) require a purchase order issued by an authorized government official. The customer will be invoiced for the purchase order amount once the equipment is shipped from the factory. Payment is required within 30 days of the invoice date. Acceptable methods of payment are check or electronic bank transfer. Credit card payments are not acceptable for equipment orders.

Bergkamp will retain its security interest of all parts and equipment sold on terms until the receivable is paid in full. It also reserves the right to file a UCC Financing Statement regarding such equipment without the prior permission of the buyer.