



## CREDIT AND ACCOUNTS RECEIVABLE POLICY NON-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 company 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 25% deposit and a signed sales agreement before Bergkamp will accept the order. The customer will be invoiced for the balance due once the equipment is factory complete. The balance due payment will be required prior to the release of equipment to the customer. Acceptable methods of payment are company check, electronic bank transfer, or confirmed letter of credit per Bergkamp terms (separate attachment). Credit card payments are not acceptable for equipment orders.

Equipment orders are to be paid within 30 days after presentation of the invoice. Bergkamp reserves the right to sell the equipment to another party if payment is not made in 30 days. If Bergkamp sells the equipment to a third party, it will return the original deposit to the customer without interest. If Bergkamp is unable to sell the equipment to another party after 90 days, the order will be cancelled, and the deposit will be forfeited to Bergkamp without recourse.