



CREDIT POLICY

1. USB Promos standard terms are Payment In Advance (at the time of purchase/shipment) unless trade credit is established. Trade credit is rarely available on initial orders unless a customer qualifies as a government or educational institution (Federal, US military, state, and municipal governments, public schools, universities and most private schools). We accept cash, checks, wire transfers and credit cards at the time of purchase. Other payment options may be available depending on the circumstances.
2. Customers desiring trade credit must complete, sign and submit a credit application. The cost for processing the application is \$25 unless the customer submits a current Dun & Bradstreet report suitable for USB Promos' review requirements. The required information on the credit application includes your business bank, three current trade references, and ownership information.
3. Once we receive the completed credit application, USB Promos will contact the listed references and a credit report will be ordered and reviewed. It generally takes five working days to process the Credit Application. The process will take longer than five days if the information submitted is inaccurate or if the listed references do not respond promptly.
4. After the credit review, credit limits are established and the applicant is placed in one of five credit tiers (listed on next page). Our credit specialist will contact and inform the customer of our credit decision and review our credit policy and terms.
5. Generally, customers adhering to established terms can improve their credit tier and the amount of credit extended. Customers that do not adhere to established terms will be placed in a lower credit tier and available credit will be reduced or eliminated. Accounts are continually reviewed for adherence to credit terms and credit worthiness and USB Promos reserves the right to revoke credit at any time based on factors we deem relevant.
6. In case of a conflicting credit term between your Purchase Order and our Invoice and/or Acknowledgement, it is agreed that the credit terms on the USB Promos Invoice and Acknowledgement will be the correct and accepted terms.
7. The fact that you may not been paid, in part or in full, by your customer does not entitle you to withhold payment from USB Promos. You specifically agree you will pay USB Promos within the agreed terms, without regard to any provision in your purchase order, without regard to withholding or retainage fees you may be subject to, or without regard to the custom or practice in your industry.
8. The fact that you believe any provided USB Promos product is not working properly does not entitle you to withhold payment from USB Promos. We stand behind our warranty and we will honor our warranty terms. You must honor your payment terms.
9. We will not begin processing an order until payment is received and/or trade credit is established and the required deposit is received and verified.



10. Orders over \$10,000 USD require a 50% deposit, even if credit has been established, unless authorized by our Controller or President.
11. USB Promos' credit term limit is tiered depending on the customer, the size of the order(s), and the customer's payment history with USB Promos. The maximum credit limit is \$25,000 and no customer account can exceed this amount without authorization from our Controller or President.
12. Accounts past due on the 10th day from the due date will incur a charge of 1.5% interest of the balance due. An additional 1.5% interest will accrue for every 30 days past due and product shipments will be suspended. Credit status will also be reviewed. If collection is required for any invoice, you agree to pay for all costs of collection, including attorneys' fees, travel expenses and court and witness fees and costs. If your organization is a branch of the Government or Educational institution, interest will accrue starting on the 1st day past due at a rate of 1.5% per month.
13. USB Promos may be required to collect state and/or in some cases city and county taxes in certain jurisdictions. USB Promos is also required to collect sales tax on shipments made to the following states: California, Florida and Illinois unless the customer has provided a Re-Sale Certificate / Tax Exemption Number and we have a properly completed exception certificate in our possession that satisfies our internal requirements. Please include a current certificate with the Credit Application or you may send a valid copy by facsimile to (888) 371-9101.

CREDIT TIERS

- A. Net 10 days from date of shipment
- B. 25% payment in advance, 75% Net 10
- C. 50% payment in advance, 50% Net 10
- D. 75% payment in advance, 25% Net 10
- E. Net 30 days from date of shipment for qualified Educational and Government accounts only.
- F. Payment in advance (P.I.A.) - for Initial Orders and Foreign Accounts

OTHER ITEMS

- USB Promos reserves the right to require full or partial payment on any order at any time.
- Custom orders require full or partial payment before work will begin.
- Expedited freight charges must be paid in advance.
- The customer is responsible for all collection costs. These include, but are not limited to, collection agency fees, attorneys' fees, travel and witness expenses and court costs.
- Orders returned or cancelled after order confirmation are subject to a minimum 35% restocking fee. Custom orders cannot be cancelled or returned.

On behalf of _____ I agree and accept the above terms.
(your company name)

My signature below indicates I have read both pages of the USB Promos Credit Policy and agree to abide by the terms and conditions stated therein.

Name: _____ Title: _____

Signature: _____ Date: _____



USB Promos Ltd. – www.USBpromos.com

268 Bush St. #4302

San Francisco, CA 94104 USA

(800) 515-3990 – Fax: 888-371-9101 – Local: 909-348-7400

CREDIT APPLICATION

BUSINESS NAME: _____

PHYSICAL ADDRESS: _____

BILLING ADDRESS: _____

TELEPHONE: (_____) _____ - _____ FACSIMILE: (_____) _____ - _____

E-MAIL: _____

BUSINESS ORGANIZATION: CORPORATION: _____ PARTNERSHIP: _____ INDIVIDUAL: _____

NAME OF PARENT CO. IF SUBSIDIARY: _____

HOME ADDRESS (IF INDIVIDUAL): _____

DATE STARTED: _____ DATE INCORPORATED: _____ STATE INCORPORATED IN: _____

SOC. SEC. or FED.ID#: _____ TYPE OF BUSINESS: _____

DUN & BRADSTREET #: _____ RESALE OR TAX PERMIT#: _____

OFFICERS, PARTNERS OR INDIVIDUAL OWNERS

NAME: _____ TITLE: _____ % Ownership: _____

NAME: _____ TITLE: _____ % Ownership: _____

NAME: _____ TITLE: _____ % Ownership: _____

TRADE REFERENCES

NAME _____ ADDRESS _____

TELEPHONE: (_____) _____ - _____ FACSIMILE: (_____) _____ - _____

NAME _____ ADDRESS _____

TELEPHONE: (_____) _____ - _____ FACSIMILE: (_____) _____ - _____

NAME _____ ADDRESS _____

TELEPHONE: (_____) _____ - _____ FACSIMILE: (_____) _____ - _____

My signature below indicates I have read both pages 1 and 2 of the USB Promos Credit Policy and agree to abide by the terms and conditions therein.

SIGNED: _____ TITLE: _____

DATE: _____ FIRM NAME: _____



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BANK AUTHORIZATION / CREDIT CHECK

BUSINESS NAME: _____

(as it appears on your bank statement)

BANK ACCOUNTS:

BANK NAME BUSINESS CHECKING ACCOUNT NUMBER

STREET CITY STATE ZIP CODE

BANK NAME BUSINESS SAVINGS ACCOUNT NUMBER

STREET CITY STATE ZIP CODE

BANK NAME LOAN / LINE OF CREDIT ACCOUNT NUMBER AMOUNT

BANK REFERENCE NAME: _____

TELEPHONE: (_____) _____ - _____ FACSIMILE: (_____) _____ - _____

My signature below indicates my bank to give me permission to disclose information to USB Promos for the purpose of opening a credit account with USB Promos and warrant that the information provided is true and correct. I authorize investigation of all credit references listed. All related terms and conditions are defined in our invoice. I further understand and agree that all accounts or money due to USB Promos shall be paid in full; in accordance with the payment terms stated above and that any checks returned unpaid by your financial institution are subject to a Service Charge of \$30 or the maximum allowed by law. Checks returned for insufficient or uncollected funds, together with Service Charges, may be debited electronically from your account or collected using a bank draft drawn from your account. I agree to pay all reasonable costs of collection costs which are no less than 33% of the unpaid principle plus interest in addition to any court costs and/or attorney fees incurred.

AUTHORIZED SIGNATURE

TITLE (PRESIDENT / VP / CFO)

PRINTED NAME OF SIGNER

DATE