

CREDIT POLICY

TentCraft, Inc. is pleased to extend credit to qualified customers. Not sure if you're a qualified customer? Here's how you know:

Qualified Customers:

- Customers who intend to venture into ongoing business with TentCraft, Inc.
- That's literally it. If this applies to you, you're a qualified customer.

Requirements & Expectations of Qualified Customers:

- Customer must complete and return credit application, including three trade references.
(See below for Credit Application)
- Must include fax & e-mail for references.
- Must provide accounts payable contact information
- Customer must provide a purchase order number for all jobs.
- If approved, customer must pay on a Net30 basis, unless otherwise arranged.
- Requiring deposit on large jobs is at the discretion of TentCraft, Inc.

TentCraft, Inc. is pleased to offer other options to non-qualified customers as follows:

Option 1:

- Non-qualified customers will provide sales representative and accounting with complete credit card authorization form. The card will be charged for 100% + shipping after the job is complete and has left the building.
(See below for Credit Card Authorization)
- No down payment required.
- Resulting in a one-time transaction.

Option 2:

- Non-qualified customers who do not wish to fill out a credit card authorization will be required to pay a 60% deposit. The remaining 40% balance + shipping is due upon shipment using the online payment tool.

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Exceptions:

Governmental Entities, Non-profit Companies (Including Schools):

- No deposit required.
- Must provide Sales representative and accounting with sales tax-exempt certificate if located in Michigan.
- If customer is able to pay order with a credit card, we will allow the card to be charged for 100% + shipping once the job is complete and has left the building.
- If the customer is going to pay with a check, a shipping estimate is required and must send a picture of check before shipment.

Delinquent Accounts:

- If the invoice has not been paid within 60 days and sales representative is not aware of any issues, we will send a notice of collections letter, and we'll frown a lot when we think about you.
- If the invoice has not been paid 10 days after sending the collections letter, a final notice letter will be sent.
- If the invoice has not been paid within 10 days after sending the final notice letter, the account will be turned over to collections, and we'll be forced to release the hounds.
- Customer will not be sent to collections if a payment plan has been put into place and is followed.

*****Any deviations from this credit policy must be approved by either Brent Whitten, Vice President of Sales, or, TJ Shimek, Chief Operating Officer.*****