

**COLLECTION/PAYMENT POLICY/ARTWORK POLICY  
EFFECTIVE IMMEDIATELY**

1) Payment terms start from the time the field sales order is signed and accepted by the N.A.D.S. sales rep.

2) No payment terms will be extended over 90 days to a client unless pre-approved by home office.

3) The following payment terms are acceptable for a field sales order turned into the home office:

a) Full payment via check, credit card, or ACH.

For further clarification on ACH, please call Danielle Sabados at 1.800.638.8445 Ext. 114.

b) Postdated checks. ACH and credit cards should eliminate these for the most part, but we will accept Postdated Checks. Checks must be notated as a post date to avoid problems of cashing check early, which is a state and federal violation. Postdated Checks are the least acceptable form of payment and should be avoided, unless this is the only way to close the deal. Postdated checks will be considered as a receivable until processed and cleared, at which time the rep will get paid. If it becomes a bad check or NSF, rep will be charged back on commissions paid.

c) Payment via terms: Maximum down payment you can get out of client, net 30 with specific payment dates posted for remaining payment in contract billing term section.

Ex. 1/16/06 sale date ad cost: \$700

Paid: \$400 balance: \$300 due net 30 days 2/16/06

Ex. 60 day pay plan 2 payments, \$150 due 2/16/06, \$150 due 3/16/06

Ex. 90 day pay plan 3 payments, \$100 due 2/16/06, \$100 due 3/16/06, \$100 due 4/16/06

d) No other terms will apply! Any sales (ad sales agreement) not indicating exact due date as shown in 3a-3c will be penalized 5% of total ad price/receivable for each ad or all

ads not in compliance with this mandatory procedure.

4) Any ad sales for less than \$200 submitted as a billable account will be paid at 10% less than your normal receivable rate due to the amount it costs to chase and bill a sale.

5) Any artwork not received from client must have backup or notation of when artwork is e-mailed. Mandatory email address and/or cell phone must accompany any non-artwork and or non-payment upfront. If not supplied, receivable rate will be 10% less than normal receivable rate. We have a great graphic design dept. that can design a great ad with proper literature (brochures, flyers, business card) but as of today's date, they are not mind readers so please provide appropriate instruction.

6) Any account that is not in compliance with terms 3a-3c and are considered in default are subject to a third party collection activity. Each sales rep will be given the opportunity to collect an account before the following action takes place. Note: Base and Bonus may be affected by these accounts so an additional 5% or 10% hit may take place.

Based on payment terms listed:

2 weeks after payment was due-5% deduction off next paycheck

4 weeks after payment was due-10% deduction off next paycheck

8 weeks after payment was due-20% deduction off next paycheck

12 week after payment was due-Full Deduction off next paycheck

7) Payment on proof is not an acceptable term. Advertiser claims proof means publication, means 2<sup>nd</sup> proof, so proof is too broad of a term. If payment on proof is notated, must be notated by date (net 30) plus mention of initial proof of ad.

8) Contract must consist of advertiser's authorized signature (person who is authorized to sign contract for business), person's name printed (very important if we have to chase for money), plus appropriate title.

In summary, specific payment terms are a must in the "Payment Options" box on the contract. We are not trying to take advantage of you or punish you for any reason-You are an integral part of our company and we appreciate the work you do! Collections have become a major issue and we need to get it under control. Also, Danielle Sabados has been assigned as the collection coordinator and is available at the office at Ext.

114. Written request to our address, fax requests to 970.635.9115 or 970.663.6156, or e-mail requests to [danielle@guideaguest.com](mailto:danielle@guideaguest.com) are very helpful as not to bombard her with phone calls on specific receivable questions. Your questions will be answered in a timely manner. Very helpful idea: Please make a receivable file for yourself. Track your billable clients via a system (15 days, 30 days, 45 days, 60 days, and 90 days). This system is necessary to help you on your accounts-It is your money and take care of your income!!!

9) The 1<sup>st</sup> week of each calendar month, our credit department will send out reports from each job that you have sold, showing who still owes, so that enables you to follow up with the clients for payment. Also, our credit department in the office will follow up for you on your accounts also.

EXCITING NEW CHANGE: Online payments are available for our clients at [www.guideaguest.com](http://www.guideaguest.com).

\_\_\_\_\_ (Rep's Signature)

\_\_\_\_\_ (Rep's Name Printed)

\_\_\_\_\_ Tate Ellinger, General Partner

\_\_\_\_\_ Date