

To: Existing Client  
From: Accounting Team  
Re: Recent Update to Credit Terms

This memo serves to inform our existing clients of the following updates to our credit terms, effective February 15, 2017.

Unless agreed otherwise, Dei Rossi extends NET 30 credit terms to its existing clients.

**Listed below are new conditions under which we will request a form of prepayment:**

1.) We may request a 50% deposit on:

- a.) Orders placed through our Custom Production Department,
- b.) An order with a value which deviates from prior order history,
- c.) Orders placed after more than 12 months of the previous order,
- d.) Any order when there is a history (2 or more consecutive orders) of a balance paid

after >60 days.

The deposit must be received before the order is shipped.

2.) We may request payment of balance due if any of the following applies:

- a.) The account has a balance over 60 days past due, and the client is placing a new order.
- b.) The value of a new order exceeds the allowable credit limit determined by our Accounting team.

The payment of a balance due must be received before a new order will be processed.

A member of our Accounting team will contact you to request a deposit or payment of balance past due if any of the above conditions apply.

**In addition, we have introduced a secure online payment form to make transactions easy!**

Find our payment form at: [drmsales.com/paymyinvoice](http://drmsales.com/paymyinvoice)

Please contact Hayden Ransom at [hayden@drmsales.com](mailto:hayden@drmsales.com) if you have any questions.

Thank you,  
Accounting Team  
Dei Rossi Marketing