

AmeriFund Capital Group, LLC

ACCOUNTS RECEIVABLE AND BUSINESS FINANCING

CLIENT CHECK LIST

1. There is a one-time search and filing fee of \$650.00. This is due and payable at the time of document submission.
2. It usually takes anywhere from 5-10 days to complete the first transaction.
3. All invoices received by 11 AM will have advances (checks or wires) ready by 11 AM the following workday assuming assignments are in place and verifications have been received. If problems verifying your invoices are encountered we will notify you immediately to request your assistance. You can help by notifying your customers beforehand that you have arranged financing for your receivables and they will be hearing from us to set up the assignments.
4. The following items should accompany each invoice listed on the assignment schedule. Failure to include these items may delay your funding.
 - a) An Assignment Letter on your company letterhead complete with your customers name, contact person and correct billing address.
 - b) PO's Contracts and Bills of Lading specific to the invoice.
 - c) A completed Assignment Schedule listing all invoices being Factored.
 - d) A customer information form listing the customers' name, contact names telephone and fax numbers.

We suggest you email or fax customer information forms containing all the necessary names and telephone numbers for credit approval prior to sending the invoice.

5. All invoice copies must be received and verified prior to funding.
6. Our credit department will notify you within 24 to 48 hours of the approval or denial of your customer. Please be advised that unless an upgrade in credit is granted (usually after 3 months of ledger experience) we cannot exceed the approval limit given for a customer. The charges for credit reports are the responsibility of the client and are billed at \$30.00 each. We include 5 reports in the set up fee. Charges for additional reports will be deducted from advance or reserve funds.
7. There is a \$20.00 weekday federal express charge, a \$30.00 Saturday delivery charge and a \$25 wire transfer when applicable.
8. If you receive payment of any kind from a debtor, in error, which is the property of AmeriFund Capital Group, LLC, even if it is made out to your company, we expect you to immediately overnight the check to us via Federal Express. Please be advised that depositing or converting any payment belonging to Amerifund Capital Group, LLC would be deemed an "Unlawful Conversion of Funds". Please make sure that this does not occur as your factoring account could be jeopardized. On the other hand if an accidental deposit is made, please contact us immediately so that we can assist in remedying the situation.

We recognize the special needs of our clients and therefore from time to time are pleased to issue reserves or payments for non-factored items upon request. However, Contingency or Reserves are usually remitted on the 15th and the end of the month.

9. A check must be outstanding for at least 7 working days before a stop payment is put through. We reserve the right to charge you the \$25.00 our bank charges us. A \$50.00 will be charged fee for any unpaid or returned checks.
10. Any debtor with invoicing exceeding 90 days from invoice date will not be eligible for factoring until the account is brought current.
11. Aging and purchase reports are available upon request; please keep track of your accounts.
12. If recurring deductions or credits are assessed against your billing, future advances may be reduced by an additional reserve covering expected deductions.
13. Feel free to communicate with me at any time.
14. All paper work must be completed and include all requested documents as well as your articles of incorporation and/or business license. All documents are required in order for us to process your account.
15. Contingency or Reserve payments will be issued when payment of an invoice has been received and cleared.

I have read, understand, and agree to abide by all of the above.

X _____
(Presidents Name), President

Date