

AMERIFUND CAPITAL GROUP, LLC

ACCOUNTS RECEIVABLE AND BUSINESS FINANCING

NOTICE TO OUR NEW CLIENT

AS AN ACCOMODATION TO OUR NEW CLIENTS, AFC WILL PURCHASE ALL APPROVED INVOICES THAT ARE STILL WITHIN TERMS. ON SUBSEQUENT TRANSACTIONS, HOWEVER, ONLY NEW INVOICES MAY BE PURCHASED.

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NOTICE

ACCOUNT OPENING PROCEDURES

DEAR APPLICANT, IN ORDER TO ASSIST YOU IN COMPLETING YOUR PAPERWORK WE HAVE ATTACHED INSTRUCTIONS FOR EACH DOCUMENT. PLEASE FOLLOW THESE INSTRUCTIONS AND REMEMBER TO INCLUDE THE FOLLOWING ITEMS WHEN RETURNING THE DOCUMENTS TO US:

- a) Your check in the amount of \$650.00 to cover the account set-up & due diligence fee.
- b) Articles of Incorporation
- c) A copy of driver's license for all signing parties.
- d) All account documents properly filled out, signed and notarized where required.
- e) All invoices you wish to factor, completed customer information forms and assignment letters.

THE ABOVE ARE VERY IMPORTANT IN ORDER TO AVOID DELAYS IN OPENING YOUR ACCOUNT.

Should you wish additional assistance please call our office at (888) 615-8458

Thank you
The AmeriFund Capital Group, LLC staff

AMERIFUND CAPITAL GROUP, LLC

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Dear Applicant:

Enclosed please find your preprepared new account documents that are required in order to establish a factoring relationship for your company. Please complete where necessary, date and sign where indicated and return to us as soon as possible. A self-addressed Airborne envelope has been provided for your convenience.

1. Client Application
2. Certification of Officers form (All officers listed with signatures from those who will be authorized to sign paperwork)
3. Purchase & Sale Agreement (two signatures to be witnessed & notarized)
4. Assignment Schedule (this document is required on each submission of invoices)
5. Assignment letter Master (Provide a letter on company letterhead with an original signature for each customer to be factored)
6. Bank wire information form
7. Customer information form (Initially required for each customer)
8. Credit form (This is used for non rated customers, we suggest you routinely obtain from all new customers)
9. Client Checklist to be signed by an authorized officer (return the original and keep a copy for your records)

IN ADDITION TO THE ABOVE ITEMS PLEASE INCLUDE THE FOLLOWING:

I) COPY OF CONTRACTS WITH CUSTOMERS; II) A CURRENT AGING REPORT; III) COPY(S) OF DRIVER'S LICENSE(S) OF ALL SIGNORS; (IV) COPY OF CERTIFICATE OF INCORPORATION; (V) SAMPLE INVOICE

When factoring an invoice, prepare your invoice as you normally would. Affix our sticker or stamp (which we will provide) on the face of the invoice and send to your customer. Fax or Send us a photocopy. With the exception of the initial transaction an invoice(s) must prominently display our assignment stamp on its face. Fax with any other related paperwork, such as, purchase orders, contracts, bills of lading, etc.

The three basic requirements for factoring (selling) receivables are:

- a) The work or service has been completed, delivered, received & accepted
- b) The company being invoiced is a creditable risk.
- c) Your company has no outstanding tax liens or UCC filings against its receivables.

THERE IS A ONE TIME DUE DILIGENCE FEE OF \$650 DUE AT THE TIME OF APPLICATION. THIS FEE COVERS ACCOUNT SET UP CHARGES INCLUDING STATE AND COUNTY SEARCHES AND FILING FEES.

If you have any further questions or need assistance in completing your documents please contact your account executive at once.

Very truly yours

Michael P. Wolfman, CEO

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