



1101 Aviation Way
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PAYMENT POLICIES

PROMOTIONAL ITEMS AND PREMIUM WEARABLES

The below is Sigler's standard policy for the procurement of promotional items and premium wearables:

- **Customers that do not have approved Net Terms (i.e. Cash Customers):**
An invoice for the entire order amount plus the cost of shipping (if applicable) will be submitted to the customer for payment. Receipt of payment for the full invoice amount will be required before production will be allowed to begin.
In the event additional costs are incurred after production has started due to change requests or the need for expedited production or shipping, a separate invoice will be submitted upon project completion. Payment for this additional invoice must be received prior to the release of the completed order.
- **Customers with approved Net Terms**
 - For orders totaling less than \$15,000, the invoice will be generated upon order completion using the established net terms.
 - For orders totaling \$15,000 or greater, the invoice will be generated and must be paid in full prior to production beginning. Sigler is not responsible for missed timelines or expedited costs that result from delayed payment receipt. In the event additional costs are incurred after production has started due to change requests or the need for expedited production or shipping, a separate invoice using approved net terms will be submitted for payment upon project completion.

POSTAGE MONIES

Postage amounts will be estimated for each mailing and a pre-invoice will be issued for the estimated postage amount in advance of your project dropping into the mailstream. Postage monies in the estimated amount must be received in advance of the mail date unless otherwise approved. If actual postage is less than estimated, the overage may be applied to the invoice balance.

Some clients have frequent mail projects and choose to maintain a Postage Escrow account, funded by the client but maintained and usage tracked by Sigler. Assuming the account is adequately funded and replenished upon request, having an escrow account ensures mailings will not be held due to missing funds, and it eliminates excessive administrative handling and paperwork associated with frequent payments.

Postage is able to be paid with a credit card; a 3% transaction fee will be added to the estimated postage amount at the time the credit card payment is processed.

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SALES TAX

Sigler charges sales tax on purchases of all goods and services unless the customer provides valid proof of exemption or the purchaser is located in a state where Sigler does not have nexus.

This is the link to the Iowa Sales Tax Exemption form, if needed:

https://tax.iowa.gov/sites/files/idr/forms1/IowaSalesTaxExemptionCertificate%2831014%29_0.pdf

Any customer claiming tax exemption without a completed form on file will be charged sales tax. Customers providing the sales tax exemption form and requiring a revised invoice after the initial invoice has been generated may be subject to a \$15 convenience fee.

PAST DUE ACCOUNTS

For those accounts that are past due, extending beyond the approved credit terms, Sigler may choose to hold new work until payment is made or require payment that will bring the account current before current jobs in production may be shipped. If your account is on credit hold or an order is negatively impacted by your account status you will be informed by a member of the Sigler team.

STATEMENTS AND INVOICES

For customers with approved credit terms, invoices may be mailed or emailed according to your request on the completed Customer Information form. You are welcome to contact Sigler at any time with any questions or for additional invoice copies if needed; statements are mailed near the 15th of each month. Note: invoice format will vary based on the type of product sold or the service being provided.

If you have special invoicing needs or detail requirements, please notify your Sigler representative and make him/her aware prior to project completion. This notification will be used to trigger internal communication that will help ensure your invoice is correct the first time, eliminating unnecessary correction correspondence and allowing the invoice to be processed for payment in a timely fashion.