

C J International, Inc.

Credit Memorandum of Understanding

Credit is always a delicate subject. However, it is one that should be addressed at the onset of any business relationship if that relationship is to be open and straightforward. There are two issues we would like to address.

First, our payment terms are normally that full payment is to be received at our office within ten days of the date of our invoice. If we do not receive payment within this timeframe, we normally assess interest. If you wish us to pay freight charges and/or Customs duties on your behalf, we are happy to do so as long as we receive payment from you in a timely manner to cover those charges. Please remember that if Customs duties are not paid in a timely manner Customs will assess penalties to you, the importer of record.

Please remember our fees do not include any costs associated with advancing funds to our customers. We realize there will be times when you may need us to advance some funds on your behalf. We will be happy to do so on an emergency basis. However, on those occasions we must pass on our bank and accounting costs to you. Those bank charges and additional accounting work represent a significant cost to us and we must pass them on to those who ask to borrow money from us – just as a bank would – and just as you would expect anyone to cover your costs if you lent them money. We do not intend or expect to profit from these situations, but we must ask you to cover any costs associated with you borrowing our funds.

Second, if there are ever any questions concerning any charges on our invoices, please call us immediately. We do our best to serve and protect you, and we ask you to also help us if you should ever feel there is a mistake on your invoice. We realize that mistakes can happen and we are happy to discuss any questions you may have.

Please complete and sign the following page. Specify below the correct Billing Information for us to use when mailing your invoices, and the person for us to contact if we ever have any questions regarding payments. Please also tell us if you require a specific reference number to appear on your invoices for payment purposes.

Billing Information	Contact Information
Company Name	AP Contact Name
Attention	Company Name
Address	Phone
	Fax
	E-mail
Signature	Date
Print Name	Business Title