

To Our New Customer:

Welcome to Great Lakes Appraisal Company. We appreciate the opportunity to service your appraisal needs and your recent order.

At this time, we would like to inform you of our company policies regarding credit extended to our new clients. Our payment terms, for all accounts on credit, are net thirty days. Great Lakes Appraisal Company reserves the right to impose a 2% per month finance charge on all balances over thirty days. All accounts over sixty days outstanding are placed on credit hold until the outstanding balance is paid in full and all orders during that time will be fulfilled on a Cash on Delivery (COD) basis. Any account that remains outstanding past ninety days will be sent to collections or legal actions will be pursued. In the event that either collections or court options are taken, all fees/expenses associated with these actions will be at the clients expense.

There is a \$100.00 minimum charge for all appraisals cancelled after inspection and before the appraisal report is completed. If the appraisal report is complete at the time of the request for cancellation, the full payment is required.

If you have any questions or concerns regarding our credit policies or your account please don't hesitate to call me directly at (616) 940-6070.

Thank you again for your business and we look forward to working with you!

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle DeWitt". The signature is fluid and cursive, with a large initial "M" and a stylized "D".

Michelle DeWitt
Accounts Receivable and Collections Specialist

CLIENT CREDIT AGREEMENT

Company Information:

Legal Name of Business _____

Number of Years In Business _____

Social Security or Federal ID # _____

Check One: _____ Individual _____ Partnership _____ Corporation _____ L.L.C.

Business Address _____

Phone # _____ Fax # _____

Accounts Payable Contact Name _____

Phone # _____ Fax # _____

Name of Bank or Financial Institution _____

Address _____

Phone # _____ Account # _____

Business References:

Name _____

Phone # _____ Fax # _____

Address _____

CLIENT CREDIT AGREEMENT (page 2)

Business References (Continued):

Name _____

Phone # _____ Fax # _____

Address _____

Names of Principals:

Name _____ Title _____

SS # _____ Home Address _____

Name _____ Title _____

SS # _____ Home Address _____

Credit terms are net thirty days. Great Lakes Appraisal Company reserves the right to impose a 2% per month finance charge on all balances over thirty days. All accounts over sixty days past due will be placed on a **COD** basis until the account is brought within the credit terms.

There is a \$100.00 minimum charge for all appraisals cancelled after Inspection and before appraisal report is completed. If appraisal report is complete at the time of requested cancellation, full payment is required.

I, an authorized officer, have read and agree to the terms listed above. I warrant the information we have provided to be true and grant permission to investigate the references, including commercial and consumer credit checks. (You may provide us with a copy of your D & B report). We agree to pay for all costs incurred by Great Lakes Appraisal Company in the collection of our account, including reasonable attorney's fees. All legal proceedings involving collections for Great Lakes Appraisal Company shall be in the venue of the State of Michigan, County of Kent.

Print Name _____ Title _____

Signature _____ Date _____

Please mail original back to: Great Lakes Appraisal Company
190 Monroe NW 6th Floor
Grand Rapids, MI 49503

A copy may be faxed to (616) 285-6804 to expedite service but original must be mailed back to Great Lakes Appraisal Company at address above. We must have a completed form on file in order to extend credit.

Thank you for requesting Great Lakes Appraisal Company.

