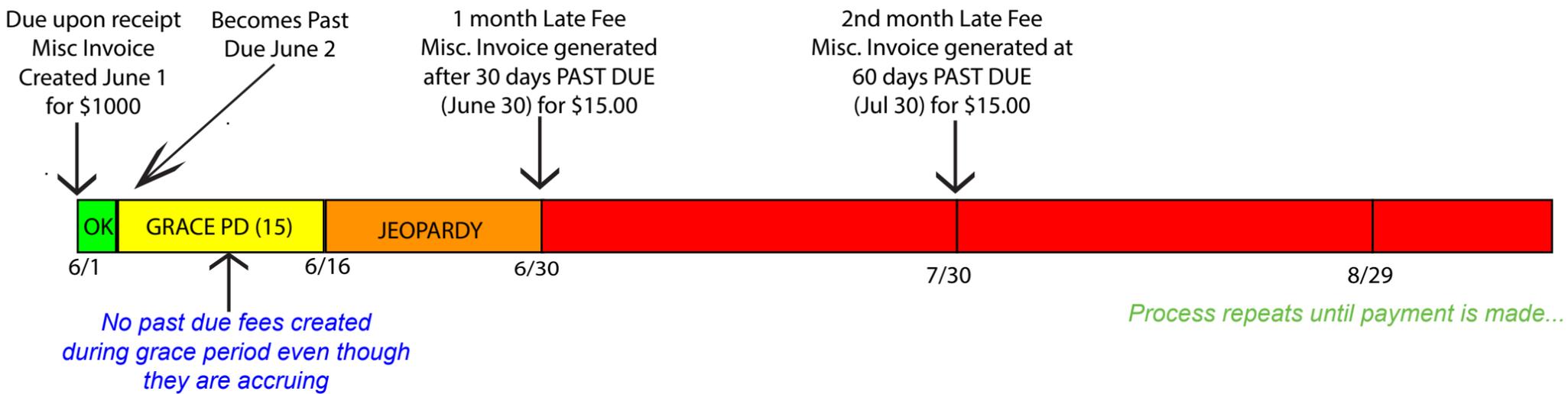


Late Fee Accounting Principles

A "NET 0" or DUE UPON RECEIPT invoice for \$1000 technically becomes past due on day 2, so in principal we could begin creating daily late fee invoices for 1/30 of the monthly percentage rate. But we could not see the sense in flooding your customers with daily late fee invoices each having a late fee amount of 50 cents (assuming a monthly percentage of 1.5%). For this reason, we decided to wait the full 30 days before we create/send a late fee invoice or addition.

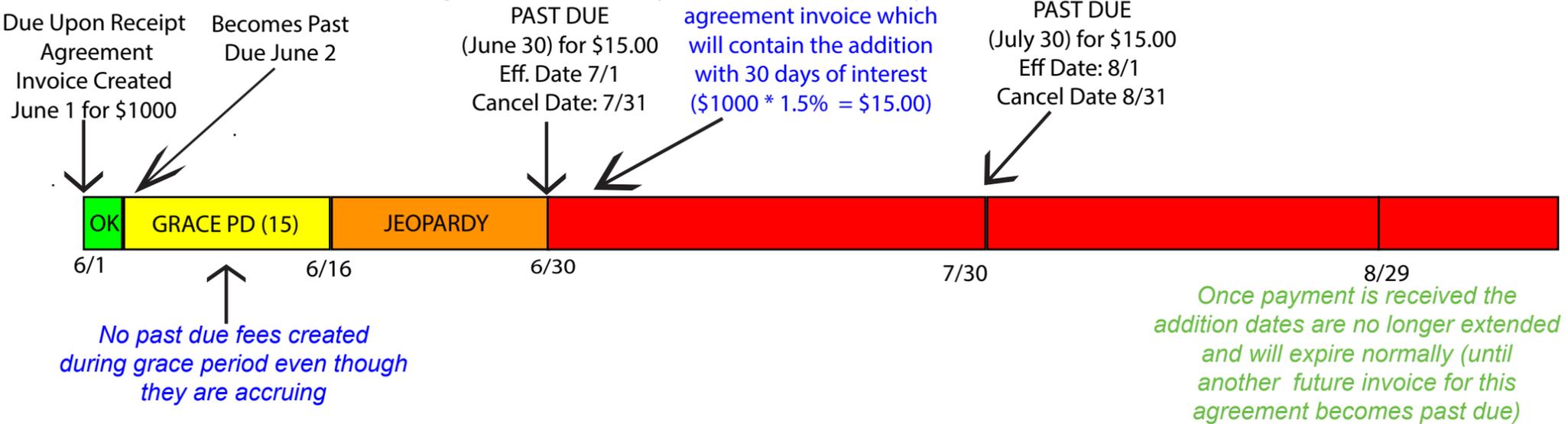
Misc. Project and Standard Invoices

(fees set to 1.5% per month)



Agreements (Monthly)

(fees set to 1.5% per month)



Agreements (Non-monthly)

(annual, quarterly, billed ahead more than 1 month, etc) (fees set to 1.5% per month)

Since we are not sending monthly agreement invoices, creating an agreement addition would be pointless, instead we create a MISC INVOICE for these late fee charges. The INTERNAL NOTES on the created invoice will detail the reason it was converted.

