

CLEAR VISIONS, INC. VENDOR PAYMENT POLICIES

To assist you in processing our invoices, please be advised of the following policies:

1. Vendor invoices will not be paid without a purchase order. Purchase orders must be clearly referenced on the invoices, bill of lading and packing slip.
2. Price changes or alterations will not be paid for without prior written approval of Clear Visions, Inc.
3. No additional charges, such as overs, packing, crating, restocking or freight will be paid for without prior written approval of Clear Visions, Inc.
4. Clear Visions, Inc. pays vendors once a month. Check runs are on the 20th of every month. Payment of invoices is made on the 20th check run of the second month following the month in which the goods and services were rendered. For example, invoices dated January are paid March 20th. Invoices with a 2% discount will be paid the month following the invoice date. For example, invoices dated January are paid February 20th. Faxes are acceptable, but must be followed up with an original invoice. Please call to confirm that faxes have been received.
5. Checks are mailed from San Antonio, Texas. Please allow three to four working days after the 20th to receive your check. If you have not received your check by the 25th, you can call Accounts Payable at (210) 496-6006 ext. 158 to check on the status.
6. You must complete a W-9 before we will release the first check to you, W-9 forms should be completed and faxed back to (210) 496-7992, attention Accounts Payable.

If you have any questions on these policies, please contact Becky Kottler at (210) 496-6006. We look forward to working with you.

Date

Acceptance