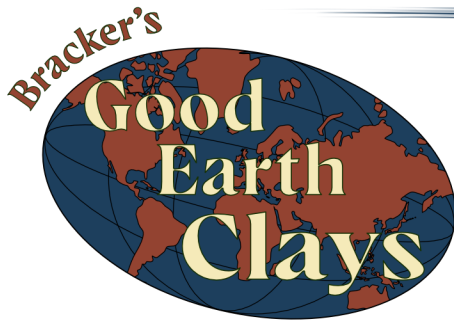




Bracker's Good Earth Clays, Inc

1831 E 1450 Rd Lawrence, KS 66044-9452

785.841.4750 mail@brackers.com

visit us on the web at www.brackers.com

Re: Setting up or updating an account for purchasing clay and materials

To whom it may concern;

Bracker's Good Earth Clays accepts purchase orders from school districts, qualified private schools, businesses or arts centers with NET 30 terms. Invoices will be sent electronically. Please specify the correct address below. Because we understand that many schools have set board meetings and payment deadlines, we do allow for a 15 day grace period to account for those schedules. After 45 days, administrative late fees will apply and any discounts applied on the original invoice will be removed. Often, we can extend the grace period, when reasonable and *when the school or district has communicated* a problem or issue. We send out two reminders prior to removing discounts and assessing fees to ensure that we are doing our part.

We accept payments via ACH (preferred), check, credit card, and many other electronic options, please see below for our ACH information. Please complete the following form to establish or update your account. This form can be completed electronically at www.brackers.com/paymentpolicy

Organization name (or school/school district) _____

Accounts Payable contact Name & number _____

Accounts Payable email address _____

How should we handle backorders (check or X preference) :

_____ Hold & ship complete _____ Cancel _____ Neither, backorders are fine
(Please note if you check "backorders are fine" we interpret that to mean that backorders on an invoice will not hold up payment on that invoice. The backorders are always billed separately when shipped)

Board Meeting/payment schedule _____

For example, 2nd & 4th tuesday of each month, or 15th of each month, etc)

Cut-off date for invoices to be included _____ days prior to board meeting

Payment mail date _____ days following board meeting

Any other notes or requirements for prompt payment _____

For ACH payments:

Routing number: 101201892

Account number: 130607381

Email: mail@brackers.com

Please sign here to accept terms as described above _____

HANDS IN CLAY SINCE 1982