



Hello,

We at Artemis appreciate you as our client, and that your organization has booked several previous Artemis jobs, culminating in the award of Terms for the remittance of Artemis jobs.

Artemis awarding of Terms with respect to 'for-profit' clients does include some requirements. One of those requirements is a credit card be kept on file at Artemis, available for back-up purposes.

In order to maintain Artemis Terms, please fill out, sign and return the attached (document 2 of 3): **Client with Terms, Back-up Credit Card Authorization** (note: in some cases, no client cc auth exists / or cc has expired / or cc auth is more than 12 months old)

Additionally, please see 'Good Standing' requirements in attached (document 3 of 3): **Welcome to Terms - Artemis Policy, 'For Profit' clients w established Terms**

Artemis will keep the above client cc authorization on file. This requirement is a safe-guard for obvious reasons, which include:

- When Artemis invoices are past due, a 'First Notice' is emailed to client informing them of 1. past due status 2. expiration of job discounts (no longer valid after due date) 3. possible usage of back-up cc for unpaid amounts (if no payment status is given via client, if applicable, back-up cc used after 'Second Notice' is sent). (Past Due Notices are emailed weekly - 'Second Notice' sent approx. 1 week after 'First Notice')
- As stated in Artemis policies (Estimate, Invoice, Terms & Conditions) remittance must be received by Artemis on or before due date to be considered 'current' (not past due). After invoice due date, all discounts associated with that job are expired and no longer valid. If payment is received after due date and discounts are taken, Artemis may utilize back-up cc to remit those expired discounted amounts.

Note: Client will always be notified (via email) before cc usage. As per Artemis Credit Card Authorization, Estimate, Terms & Conditions, client authorizes usage of back-up cc when necessary, for unpaid amounts.

Client may elect Artemis utilization of back-up cc for ancillary purposes, such as: down-payment for large jobs (time sensitive, exceeding credit limit), overages (special, personal), or simply convenience of billing.

If the client is unable to provide a valid credit card for back-up purposes, we will respect those wishes. In such cases, Artemis will gladly provide services via pre-payment (pre-pay check or cc), without Terms. Terms may be continued for established clients, but no discounts are available w/out a back-up cc on file.

Thank you for your patronage, and we look forward to working with you.

Best regards,

Eric Smith
President, Artemis Fine Art Services





ARTEMIS CLIENT - BACK-UP CREDIT CARD AUTHORIZATION

(credit cards only, debit cards cannot be accepted)

Please complete, sign & return (via scan & email or fax) to Artemis Fine Art Services, Inc. Fax: (214) 357-2573

This form is for Artemis clients with established Terms, who may either wish an easier payment option (via credit card), or that it may be utilized as Back-up Funding for Artemis invoices as set forth below – thank you

PRINTED NAME (as it appears on card) _____

CREDIT CARD # _____

CARD TYPE (circle one) AMEX VISA MC

SECURITY CODE (small 3 or 4 digit number) _____ EXPIRATION DATE (mm/yy) _____ / _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

EMAIL _____

PLEASE SELECT ONE OF THE BILLING OPTIONS BELOW

I authorize Artemis Fine Arts Inc. to charge the credit card listed above for this & future services.

I have Terms with Artemis Fine Arts Inc. and want to pay by check, wire or money order (Net 30) and authorize use of above credit card as Back-up Funding for jobs & services. I understand that in the event amounts owed become past due, this card may be utilized as Back-up Funding to pay the amounts owed as specified in Artemis invoices.

Authorized Cardholder Signature: _____ **Date:** _____

Clients w/ Terms & Credit Card Back-up Funding.

Acceptance of this document {via signature, scan, email, fax, etc.}, agrees to below Artemis (AFA) language, AFA Estimate language, Terms & Conditions (artemisfas.com/terms), & Artemis policies (artemisfas.com/policies). See AFA T&C for definitions & abbreviations. This is an estimate only, based on details provided by client, & may not reflect final costs or job factors, which may vary according to actual occurrences. Client authorizes AFA to use the above credit card (cc) to pay amounts owed as specified by actuals and AFA invoice; and client legally certifies that funds are available to cover those job costs. Credit card will be charged when actuals are known (which may be before deliv.). If cc is declined, AFA svcs (including delivery) may be delayed and client will be billed, including total undiscounted job costs (+fuel, labor) for those attempted svcs. In rare cases, some cc transactions may be subj. to authorization hold until pym't rcv'd, and/or cc processing fee (amount charged by V,MC,AX). Terms (Net 30) depends on timely pym'ts and may be withdrawn if pym'ts are past due or cc declined. Less active accts may req updated cc auths. - Thank you





Artemis Policy - 'For Profit' Artemis Clients (Galleries, FAS, Advisors) with established Terms

Terms Awarded - Welcome! Here's to a mutually profitable partnership

In order to maintain Terms (Net 30) - Good Standing Practices are required.
(If client cannot provide requirements for Good Standing, Artemis Terms cannot be extended)

This method has been proven to be mutually beneficial over the years with hundreds of partners.
We regularly and consistently reward our long-term partners with large discounts (*) and other perks,
which they may pass on to their clients or retain for themselves as additional profit.

Good Standing requirements include:

- 5 jobs booked (totaling \$5000 or more) and amicably paid (Net 30) each calendar year
 - Past due invoices must be kept to a minimum (3 or more may rescind Terms)
 - Discounts (*) taken on past due invoices kept to a minimum (3 or more may rescind Terms)
() - most discounts are based on pre-payment (at booking), specialized transport or TDO offers*
 - All accounts must follow standards of professionalism and decorum
 - **Client w/ Terms, Back-up Credit Card Authorization** must be filled out, signed, submitted, & on file (**)
 - (**) - Credit Card (cc) must be valid, and funds available. Invalid cc subject to below (***)
 - (**) - Client authorizes use of back-up cc for past due amounts (including discounts taken after due date)
 - (**) - Client authorizes use of back-up cc for job overages (if applicable)
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Maintenance & continuation of Terms depends on timely payments.
Terms may be withdrawn if payments become past due, or accounts are less than amicable

- (***) Terms automatically rescinded, and fees applied (collection, admin, legal), in the following instances:
- Any invoice over 30 days past due (1 time)
 - Discounts taken after invoice is Past Due, and/or not paying Past Due Interest Charges (3 or more times)
 - After client notification, back-up cc is used for past due amounts & cc is declined (3 or more times)

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- Credit Limit - \$3000 (or case by case basis)
 - Jobs over \$3000 - 50% downpay due before job / Final amount (50% + overages, if app'l) billed via terms.
 - No amounts billed (Net 30 terms) shall exceed \$3000. (past due amounts - discounts withdrawn, applicable fees, cc back-up usage)
 - All jobs & transactions governed by Artemis Policies, including: AFA Terms & Conditions, Estimate Language, CC Auth. Language.
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We hope our partnership will be mutually beneficial, and we look forward to working with you.

Thank you,

Artemis Fine Art Services

