

Digica Late Payment Interest Rates Policy

If your organization pays supplier bills on time, Digica sincerely thanks you for your business, and there is no urgency to read any further.

Application of this policy involves an element of discretion, and Digica reserves the right to prohibit particular Content and the use of our Services for a particular use.

Digica strives to ensure that we are able to remain financially viable, and pay our suppliers within the terms and conditions that we are bound to. Certain terms and conditions that we have agreed to with our suppliers are out of necessity in order to function in our line of business.

Digica's policies regarding Invoicing, Late Payments, and how to calculate Interest on Overdue accounts is very simple and standard in many ways.

Invoicing

Invoices are issued as services are rendered, and as products are shipped. If we have shipped you products, we will invoice your organization upon receipt of an invoice from where ever the product was procured from (i.e manufacturers, distributors, etc). Invoices are typically dated the date of shipment as per standard accounting practices.

Terms

If your organization does have terms with Digica, it will indicate on your invoice what your payment terms are. Typical payment terms Digica offers are Net 15 Days and Net 30 Days from date of invoice. We strongly urge you to consider transit time for cheques in the mail if that is your preferred payment method, as cheques typically take between 2 and 5 days to be delivered. Cheques that are mailed within your Terms may actually arrive late due to the time it takes to arrive at Digica.

Receipt of Payment and Payment Posting

Digica posts payments to Customer accounts in our systems daily. If a cheque arrives, before 1 PM, it will get processed and posted the same day. Cheques that arrive after 1 PM will be posted on the following business day.

Due Dates

The due date on your invoice is exactly the Net terms your organization has with Digica. For example, if an invoice is issued on January 1 with Net 30 Day Payment Terms, Digica must receive payment by January 31 and have it posted to be within good Payment status.

Late Payments

If we have not received payment in our office by the day it is due, a reminder will be sent out within 5 business days. A phone call is typically placed as well by our Accounts Receivables department around the same time. If payment has not been received and your account is still overdue past 15 days of your Payment Terms, your account will go on Credit Hold, and product will only ship once payment has been received.

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Interest Rates and Formula

Late Fees will automatically be applied to your account to invoices that are 15 days past payment terms, and will be calculated based on a daily compounded rate as of the Invoice Date.

The current rate that Digica uses to calculate Interest and Late Fees is 2% per month, with a minimum fee of \$25.

Dishonoured Cheques and Declined Credit Card Payments

Any cheques or money orders returned to us by our bank will be subject to a \$50 processing fee, which will be applied to your account immediately. This fee is due on receipt, and will be added to your Account as a regular invoice. And Interest and Late Fees that are being calculated on your account will be applied to this processing fee.

If Digica bills your credit card every month, and your credit card is declined for payment, Digica will contact you via email and/or telephone immediately. If your credit card is declined a second month, your account may be subject to a \$50 processing fee, plus the standard Interest and Late Fee of \$25 or 2%, which ever is greater. The Interest and Late Fee is calculated based on a daily compounded rate as of the Invoice Date.

If you experience a third late payment within 12 months, Digica will require pre-payment of Services and/or Products for at least six months. After six months, Digica will assess if Net Payment Terms can be issued to Customer, or if another 6 month term of pre-payment must take place.

Digica wants to provide our Customers a premium service and excellent value for their dollar. In order to provide a high level of service, we kindly ask our Customers to ensure payment is made on time and within Terms. Payment Terms are not a right to do business, they are a professional courtesy that Digica extends to Customers to make it easier to do business together.

Collections

In the event that an Invoice is placed by Digica in the hand of an attorney or collection agency for the purpose of collection, with or without litigation, or for the purpose of enforcing Digica's security interest in the Products or Services rendered, the Customer agrees to pay any and all costs associated with such placement, including, without limitation, attorney's fees and costs incurred prior to, during, or subsequent to trial, and including, without limitation, collection, bankruptcy, or other creditor's rights proceedings.