

**“DON’T DO” LIST**

TO AVOID INCURRING CHARGES UNDER YOUR FACTORING AGREEMENT OR UNDERTAKING ANY ACTIONS WHICH MAY BE CONSTRUED AS IMPROPER OR ILLEGAL, PLEASE READ THE FOLLOWING:

1. DO NOT TAKE ANY (CASH OR FUEL) ADVANCES FROM YOUR CUSTOMERS. IF YOU MUST, ANY AND ALL SUCH ADVANCES MUST BE CLEARLY MARKED ON YOUR INVOICE(S). FAILURE TO DISCLOSE AN ADVANCE OR DEPOSIT IS A SERIOUS VIOLATION OF YOUR FACTORING AGREEMENT THAT WILL CAUSE YOUR FACTORING COST TO INCREASE. REFER TO PARAGRAPH 17(f.) IN YOUR FACTORING AGREEMENT

INITIALS \_\_\_\_\_

2. DO NOT DEPOSIT ANY CHECKS YOU RECEIVE FROM YOUR CUSTOMER(S) IF YOUR CUSTOMER HAS BEEN NOTIFIED THAT PAYMENTS ARE ASSIGNED TO ICC. DEPOSITING CHECKS RECEIVED FROM YOUR CUSTOMERS THAT HAVE BEEN NOTIFIED TO PAY ICC IS A SERIOUS VIOLATIONS OF YOUR FACTORING AGREEMENT THAT WILL CAUSE YOUR FACTORING COST TO INCREASE. REFER TO PARAGRAPHS 17(a.)(f.) IN YOUR FACTORING AGREEMENT.

INITIALS \_\_\_\_\_

3. DO NOT INTERFERE WITH THE ASSIGNMENT OF PAYMENTS TO ICC. INSTRUCTING YOUR CUSTOMER(S) TO REMIT PAYMENT TO YOU, AFTER YOUR CUSTOMER HAS BEEN NOTIFIED TO REMIT PAYMENT TO ICC, IS A SERIOUS VIOLATION OF YOUR FACTORING AGREEMENT THAT WILL CAUSE YOUR FACTORING COST TO INCREASE. REFER TO PARAGRAPHS 12 AND 17(f.) IN YOUR FACTORING AGREEMENT. ICC WILL NOTIFY YOUR CUSTOMERS OF ANY CHANGES IN THE REMITTANCE ADDRESS ONCE ALL YOUR OBLIGATIONS TO ICC HAVE BEEN FULLY SATISFIED.

INITIALS \_\_\_\_\_

\*\*\*\*\*

I have read this form and have been informed by an ICC representative of the consequences of taking any of the actions described above.

Client Name \_\_\_\_\_

By: \_\_\_\_\_ (Signature)

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_