

**The following schedules and terms apply every time C.G.I. Credit Guard Inc. (hereafter called the Agent) accepts a collection offered by a Client:**

1. The Client agrees to cease all negotiations with the debtors once accounts are placed with the Agent.
2. The Client agrees to pay any commission due to the Agent by the tenth of the month following the collection and authorizes the Agent to apply any commissions, legal charges, or any other fees payable to the Agent against moneys held in trust for the Client.
3. The Client guarantees the names and amounts submitted for collection are correct and legally owing to the Client.
4. The Client will report all payments, received directly from a debtor(s), to the Agent immediately upon receiving such payments.
5. In the event legal action is deemed necessary, the Client will provide the Agent:
  - a) Written authorization to proceed with litigation.
  - b) All relevant documents.
  - c) Advance legal costs for document preparation, service, and filing fees and any further costs as required.
  - d) A representative with full knowledge of facts to attend all court proceedings
6. The Client authorizes the Agent to endorse any cheques, drafts, notes or money orders sent to the Agent's office in the Client's name and authorizes the agent to deposit any payment to the agent's head office, designated bank trust account located in Vancouver, BC.
7. Commission charges are payable by the Client on all amounts paid by a debtor from and including the date of placement.
  - and, when payments are received from a debtor by either the Agent or the Client.
  - and, when goods are accepted for return by the Client (to be billed at the Client's standard commission rate based on the value of the returned goods).
  - and, when the Agent reconciles a collection account for the Client (commission to be charged at the prevailing commission rate based on the value of the reconciliation).
  - and, when the Client requests the Agent to close or withdraw a collection account (in such cases the agent retains the right to charge full commission).
  - a) **Commercial Accounts** (collections against an operating business)  
Flat 25 %
  - b) **Other Accounts** (where a collection has previously been listed with another collection agent or where a writ or other legal action has previously taken place, or if the balance owing is more than one year old from date of placement.)  
Flat 50 %
  - c) **Consumer Accounts** (collections against individuals)  
Flat 33 1/3 %
  - d) **Foreign Accounts** (where the debtor's principal location is outside Canada)  
Flat 33 1/3 % if in the U.S. - Flat 50 % all other foreign locations

C.G.I. Credit Guard Inc. is committed to the protection of the personal and corporate information provided to and obtained by the company; and to maintaining the privacy, security and accuracy of the personal and corporate information our offices collect, use and disclose which is done in accordance with all applicable legislation and the specific contractual obligations with our clients.