

ADMINISTRATIVE GUIDELINES

INVOICES, CREDIT MEMOS, PAYABLES

- All Bell's invoices should accurately reflect the Bell's products shipped, the current pricing and deposits and any credits due to each Distributor.
- Any returns of product, cooperage, or pallets will be reflected on a credit memo.
- Distributor invoices or returns received without a current shipment will be issued a credit memo as long as it follows the procedure for that type of return (see "Return Policy").
- Credit memos will be automatically applied to the next invoice issued unless otherwise instructed.
- Please do not short pay any invoice without a corresponding credit memo.
- Distributors invoicing Bell's should address invoices to "Accounts Receivable" at jfryar@bellsbeer.com.
- Terms of payment are reflected on the invoice and must be adhered to. If an account becomes past due, all shipments will be suspended until account is made current.

DIRECT PAY/ACH POLICY

- Direct Pay authorizes Bell's Brewery Inc., to deduct the amount of an invoice , or credit the amount of a credit memo, directly from or to a Distributor's bank account.
- This option does not affect the stated terms of the invoice, but alleviates the need for an actual check to be presented for Distributors in states that require C.O.D. or limit credit terms.
- Direct Pay uses the ACH (Automated Clearing House) System and follows the ACH Rules, Corporate Edition published each year by the National Automated Clearing House Association.
- Direct Pay requires a signed authorization agreement from any participating Distributor.
- A notification detailing the invoices/credit memos, amounts and total will be emailed on the day the ACH is processed through the bank.