

VALOIS VISION MARKETING — **IMPORTANT POLICY CHANGE EFFECTIVE JANUARY 2019**

To our valued clients,

In an effort to reduce e-mails and streamline our invoicing system, we are making changes to our policy by which clients remit payment for our services.

Starting in January 2019, invoices are due before the start of the new period. An email with the attached invoice will be sent up to two months prior to the start date for client review. If the client's payment terms (30 days, for example) have been common practice, this will continue to be accepted. Unpaid invoices after 30 days will remain due, and reports could be withheld. Invoices not settled after 30 days will be re-sent up to two times. Any unpaid service will be terminated after 60 days unless prior special arrangements have been made. Clients that have received service, but have not yet paid are still considered to be responsible for full payment. Upon such payment, any services withheld will be rendered immediately.

Also, starting January 2019, invoices are due in full in the currency stipulated. Clients are responsible to make sure that currency conversions are accurate and bank fees are settled such that full payment is remitted.

Should clients have any questions regarding these policy changes, please contact me personally.

Best regards,

Michel Valois, MBA

President, CEO and Managing Director

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