



S3 Capital, LLC.
PO Box 4065
Warren, NJ
07059

CLIENT INSTRUCTIONS

Welcome to S3 Capital, LLC.

In order to facilitate the prompt handling of your fundings, please adhere to the following procedures:

1. Please prepare a list of invoice(s) you intend to factor. This may take the form of a manifest or a sales report. Invoice list may be by date, invoice number or alphabetical order.
 - A. Submit original invoices, Bill of Lading and/or delivery receipt, and load confirmation sheets;
 - B. Submit copy of purchase order and appropriate contract page for invoices governed by a purchase order or contract and
 - C. Send, if applicable, a copy of any tariff or contract detailing your pricing
 - D. Indicate the Pro# for the original invoices.

2. Receipt of payment directly by you the client:
 - A. Forward to S3 Capital immediately any check received by your office on accounts sent to S3 Capital; and
 - B. UNDER NO CIRCUMSTANCES MAY THE CHECK BE DEPOSITED TO YOUR CHECK ACCOUNT. AS SOON AS WE RECEIVE THE CHECK, YOU WILL GET CREDITED FOR THE PAYMENT.

ACCEPTED BY:

(Company Name)

(Representative's Signature)

(Print Name)

(Date)