## SECTION 2 - RULES AND REGULATIONS, (CONT’D.)

2.10 Billing and Payment For Service (Cont’d)

### 2.10.5 Late Payment Fees

A late payment charge of $1.5 \%$ per month, or the highest rate permitted by applicable law, whichever is less, shall be due to the Company for any billed amount for which payment has not been received by the Company within thirty (30) days of the invoice date of the Company's invoice for service, or if any portion of the payment is received by the Company in funds which are not immediately available upon presentment. If the payment due date falls on a Saturday, Sunday, legal holiday or other day when the offices of the Company are closed, the date for acceptance of payments prior to assessment of any late payment fees shall be extended through to the next business day.

### 2.10.6 Returned Check Charge

A service charge equal to $\$ 35.00$, or the actual fee incurred by Company from a bank or financial institution, whichever is greater, will be assessed for all checks returned by a bank or other financial institution for: insufficient or uncollected funds, closed account, apparent tampering, missing signature or endorsement, or any other insufficiency or discrepancy necessitating return of the instrument at the discretion of the drawee bank or other financial institution.

Issued By:<br>Thomas Wierimaa<br>VP Finance and Regulatory<br>454 Las Gallinas Ave., Suite 145<br>San Rafael, CA 94903

