


DISBURSEMENT TARIFF

Effective from 1 February 2018

| Name of charge | What is this charge for? | How much is the charge? |
|--|--|-------------------------|
| Copy Documents | You will be provided with an electronic copy of your Agreement prior to signing documentation. If you require an additional copy later, then this charge will apply. | £25 |
| Payments by CHAPS | We will charge this fee on each occasion that you drawdown by same-day CHAPS payment. | £30 |
| Extraordinary Payment Charge | If you require a specific drawdown to be processed outside of our normal payment run (before 11.30am and after 1.30pm), you will be charged this fee. | £50 |
| Overpayments | If we agree to a drawdown in excess of the current availability on your account, you will be charged this fee. Where an overpayment is likely to extend over a longer period and further drawdowns are required, we may agree a specific fee for the period rather than charging each time you drawdown. | 1% min £100 |
| Unpaid items | If a cheque is returned unpaid, you will be charged this fee. | £25 |
| Mid-month adjustment of reserves for invoice discounting clients | If you ask us to re-calculate your reserves at a time other than month-end, you will be charged this fee | £50 |
| Notice of Breach | In the event of your breaching this agreement, we may issue a letter giving notice of breach and charge this fee. | £250 |
| Cancellation of audit with notice of less than one clear working day | In the event of your cancelling an agreed audit with short notice, you will be charged this fee. | £250 |
| Letter before action | If we issued a letter to one of your Customers threatening legal action you will be charged this fee. | £25 |
| Statutory demand | If we commence legal proceedings against one of your Customers and serve Statutory Demand you will be charged this fee. | £350 |
| Legal recovery | If we progress legal proceedings you will be advised of our charges before these costs are incurred. | TBC |
| Additional audit | If we require an audit of your sales ledger or financial information we may conduct this review at your premises, you will be charged this fee. | £300 |

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