

## 7 Day Term Customers

The following details the credit terms offered to wholesale accounts of Timely Coffees who have not filled out a [credit application](#).

The below payment terms are in effect for all sales unless expressly stated by the management of Timely Coffees (The Trustee for the Laika Roasters Unit Trust):

1. Invoices are sent to all wholesale customers once orders have been dispatched.
2. Payment of each invoice is required in full before any further stock is dispatched.
3. A reminder will be sent out once the invoice is 7 days overdue.

In the event that an invoice is overdue by 28 days (35 days after the original invoice date), the invoice will be forwarded to a third-party debt collector (BCA Debt). BCA Debt is under the strict direction from Timely Coffees to reclaim any and all overdue amounts in their entirety by any reasonable means, which can include methods that will affect an overdue customer's credit score. Furthermore, any overdue invoices will also have a late fee of 25% of the invoice total added to the outstanding amount to cover the cost of debt collection.

## 28 Day Term Customers

The following details the credit terms offered to wholesale accounts of Timely Coffees who have filled out a [credit application](#), and have this application approved by the management of Timely Coffees (The Trustee for the Laika Roasters Unit Trust)

1. Default payment terms are 28 days from the date of invoice.
2. A discount of 2.5% will be applied to all invoices where:
  - a. the customer has chosen 7-day payments terms, and;
  - b. arranged by contacting us at [accounts@timelycoffees.com.au](mailto:accounts@timelycoffees.com.au).
3. Reminders are sent out 5 days before invoices are due.
4. A final reminder will be sent out 1 day before invoices are due.
5. Any overdue invoices will result in a suspension of the trading account.

In the event that an invoice is overdue by 28 days (56 days after the original invoice date), the invoice will be forwarded to a third-party debt collector (BCA Debt). BCA Debt is under the strict direction from Timely Coffees to reclaim any and all overdue amounts in their entirety by any reasonable means, which can include methods that will affect an overdue customer's credit score. Furthermore, any overdue invoices will also have a late fee of 25% of the invoice total added to the outstanding amount to cover the cost of debt collection.