

# Payment Method and Disbursement Schedule

- Instaproofs, Inc. -

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PLEASE READ THROUGH THIS DOCUMENT CAREFULLY AS IT CONTAINS TERMS AND CONDITIONS THAT WILL BE USED TO GOVERN AND REGULATE YOUR ACCOUNTS WITH INSTAPROOFS INC. BY USING OUR SITES AND/OR SERVICES YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS FOUND WITHIN THIS DOCUMENT. IF YOU DO NOT ACCEPT THE TERMS AND CONDITIONS FOUND WITHIN THIS DOCUMENT YOU MAY NOT USE OR ACCESS OUR SITES OR SERVICES.

This document represents the *Payment Method and Disbursement Schedule* portion of our Service Agreement. All terms, conditions, and definitions found within our main Service Agreement document also apply to this portion of our Service Agreement.

## U.S. Dollar Accounts

The information found below applies to all Instaproofs Accounts that are setup to conduct their transactions in U.S. Dollars. All of the dates and times displayed below are based off of the *Mountain Time Zone* of North America.

### Available Payment Methods

You may choose to receive your payments from us in any of the following ways:

1. Direct deposit to a U.S. checking account
2. Paper check
3. PayPal

### Standard Payment Disbursement Schedule

All funds collected by Instaproofs for the orders placed through your Storefront are held by Instaproofs until twenty dollars (\$20) or more (the "**minimum payment amount**") is cumulatively owed to you for your Fulfilled Orders. Once your account balance has reached the minimum payment amount, all of your Fulfilled Orders will be paid out in accordance with the following payment schedule:

Payment Method	Payment Schedule
<b>Direct Deposit</b>	<p>Payment is initiated* every Tuesday morning (the "<b>payment date</b>")** for orders that were (a) received through your Storefront at least five calendar days prior to the payment date, and (b) given a fulfilled status (either "Shipped" or "Ready for Pickup") before 11:59PM on the night directly preceding the payment date.</p> <p>For example, if the payment date is Jan 20<sup>th</sup>, eligible orders would need to have been placed through your storefront by 11:59PM on Jan 15<sup>th</sup> and given a fulfilled status by 11:59PM on Jan 19<sup>th</sup>.</p> <p>* <i>Direct deposit payments take one-to-two business days to be delivered to the recipient's bank account after the payment has been initiated.</i></p>
<b>PayPal &amp; Paper Checks</b>	<p>Payment is sent every-other*** Tuesday morning (the "<b>payment date</b>")** for orders that were (a) received through your Storefront at least five calendar days prior to the payment date, and (b) given a fulfilled status (either "Shipped" or "Ready for Pickup") before 11:59PM on the night directly preceding the payment date.</p> <p>For example, if the payment date is Jan 20<sup>th</sup>, eligible orders would need to have been placed through your storefront by 11:59PM on Jan 15<sup>th</sup> and given a fulfilled status by 11:59PM on Jan 19<sup>th</sup>.</p> <p>*** <i>These payments are sent only half as often as direct deposits simply because sending paper checks and sending money through PayPal costs us significantly more than sending direct deposit payments.</i></p>

\*\* If the regular payment date falls on a date in which US banks are closed, payments will initiated/sent the **following** business day.

Payment for orders received and/or fulfilled outside of the payment schedule defined above will be held until the next payment date.

It is **your responsibility** to provide us with accurate payment account and address information at all times. If your payment is returned to us for any reason, we will attempt to contact you through email within two (2) business days of having received back the returned/undeliverable payment. If you are unreachable, or if you do not reply to our communication attempts, we will hold onto the funds until the correct account and/or address information can be obtained. If you are unreachable or non-responsive for a period of time longer than six (6) months and the payment still cannot be delivered, you shall forfeit those funds and your Account will be closed.

## Payment Costs & Delivery Timeline

The time it takes for your payment to arrive in your hands/bank/PayPal account after the payment has been sent depends on which payment method you have selected. The cost and average timeframe for receiving payment through each of the different payment options is shown below:

Payment Option	Payment Fee	Average Delivery Timeline Once Sent
Paper Check	\$3 per payment	USPS First Class, 5-10 business days
Direct Deposit (U.S. Checking Accounts Only)	Free	1-2 Business Days
PayPal	Free	5 -10 minutes

## Small Balance Accounts

In order to ensure that Accounts with a balance lower than our minimum payment amount are eventually paid, an exception to the minimum payment amount requirement is made twice each year; once in June and again in December. Towards the end of these two months, payment is sent to every Account that is owed any amount for Fulfilled Orders, regardless of whether they have reached the normally required minimum payment amount or not, as long as the orders were placed through your storefront at least five calendar days before the scheduled payment date.

## Non-U.S. Dollar Accounts

The following information applies to all Instaproofs Accounts that are setup to conduct their transactions in currencies other than the U.S. Dollar. All of the dates and times displayed below are based off of the **Mountain Time Zone** of North America.

## Available Payment Methods

All Non-U.S. Dollar Accounts are paid exclusively through PayPal.

## Standard Payment Disbursement Schedule

All funds collected by Instaproofs for the orders placed through your Storefront are held by Instaproofs until twenty (20) Dollars/Pounds/Euros or more (the "**minimum payment amount**") is cumulatively owed to you for your Fulfilled Orders. Once your account balance has reached the minimum payment amount, all of your Fulfilled Orders will be paid out in accordance with the following payment schedule:

Payment Method	Payment Schedule
PayPal	<p>Payment is sent every-other Tuesday morning (the "<b>payment date</b>")* for orders that were (a) received through your Storefront at least five calendar days prior to the payment date, and (b) given a fulfilled status (either "Shipped" or "Ready for Pickup") before 11:59PM on the night directly preceding the payment date.</p> <p>For example, if the payment date is Jan 20<sup>th</sup>, eligible orders would need to have been placed through your storefront by 11:59PM on Jan 15<sup>th</sup> and given a fulfilled status by 11:59PM on Jan 19<sup>th</sup>.</p>

\*If the regular payment date falls on a date in which US banks are closed, payments will initiated/sent the **following** business day.

Payment for orders received and/or fulfilled outside of the payment schedule defined above will be held until the next payment date.

It is **your responsibility** to provide us with your correct PayPal email address. If your payment is returned to us for any reason, we will attempt to contact you through email within two (2) business days of having received back the returned/undeliverable payment. If you are unreachable, or if you do not reply to our communication attempts, we will hold onto the funds until the correct account information can be obtained. If you are unreachable or non-responsive for a period of time longer than six (6) months and the payment cannot be delivered, you shall forfeit those funds and your Account will be closed.

### **Payment Costs & Delivery Timeline**

The average time that it should take for payments to arrive in your PayPal account after we have sent the payment is shown below:

<b>Payment Option</b>	<b>Payment Fee</b>	<b>Average Delivery Timeline Once Sent</b>
PayPal	Free	5 -10 minutes

### **Small Balance Accounts**

In order to ensure that Accounts with a balance lower than our minimum payment amount are eventually paid, an exception to the minimum payment amount requirement is made twice each year; once in June and again in December. Towards the end of these two months, payment is sent to every Account that is owed any amount for Fulfilled Orders, regardless of whether they have reached the normally required minimum payment amount or not, as long as the orders were placed through your storefront at least five calendar days before the scheduled payment date.