
International Business Guide

Dear Customer,

This document is to assist you in understanding how to manage the payment and shipping process with ACCES I/O Products, Inc.

Paying for orders:

When a customer first starts working with ACCES I/O, we provide the customer with two options for paying for orders:

- 1) Approved Credit Card (Visa, MasterCard, American Express, Discover)
- 2) Prepay by Wire Transfer.

1) Approved Credit Card:

ACCES I/O can immediately process your valid credit card order.
A purchase order is not needed.

2) Prepay by Wire Transfer

Upon receipt of a Purchase Order (PO), ACCES I/O will:

- a) Create a Pro-Forma Invoice which contains the necessary information for creating a Wire Transfer. It contains the following:
 - Itemized list and pricing for the items on the PO
 - Shipping charges (if shipping is pre-paid)
 - A \$40 fee to pay for the banking wire transfer costs.
These costs are directly taken by the banks in the wire transfer process.
 - ACCES I/O's bank information for the wire transfer process.
- b) Enter your order into our system for shipment after receipt of the wire transferred funds.

Upon receipt of the wire transfer funds, ACCES I/O will release your order for shipment and follow up with an Invoice (excluding the Wire Transfer fee).

Shipping:

When placing an order with ACCES I/O, ACCES I/O needs to know how you want your products shipped. We need the following shipping information:

1. How will shipping be paid?
 - a) Prepaid (added to the cost of the order)
 - b) Your shipping account (Shipper name and your account number)
2. How do you want the product shipped?
 - a) Normal (Approximately 3-10 business days)
 - b) Urgent (Specify 1-3 business days)
3. Detailed shipping address to ensure delivery.
Note: We do NOT ship to P.O. Boxes.