

GoodTemps Credit & Collection Policy

- Business Development Specialist has Service Agreement signed and Credit Application filled out prior to engaging in assignment of temporary employees.
- Credit application is forwarded to GIWM Chief Financial Officer for the purpose of investigating credit worthiness and establishing a line of credit.
- Employer is made aware of their line of credit and assignment of temporary employees may begin.
- Terms will be net 10 days.
- Collection action will be established as follows:
 - Accounts receivable aging report will be run and forwarded to GT manager every week via email for review and action.
 - Accounts 30 days and less will be considered current.
 - Accounts that reach 45 days will be considered past due.
 - A copy of the invoice will be sent by A/P for anything over 30 days.
 - GT manager will make collection phone contact or personal contact at 45 days to secure a payment commitment.
 - GT manager will make collection phone call or personal contact at 60 days.
 - GT will consider discontinuing additional provision of temporary employees at this point after a discussion with the client company.
 - GT manager will make Final Demand call or personal contact at 75 days.
 - GT will discontinue additional provision of temporary employees at this point unless there is a compelling reason to continue, with Chief Financial Officer's approval.
 - Account will be turned over to third party (Atty. Jim Scheuerle) for disposition at 80 days.
- There will be a quarterly review of these efforts and status of client accounts by GT manager, and GIWM Chief Financial Officer.
- Adjustments in policy will be made upon consent of GIWM CEO and GT board.

COLLECTIONS MATRIX FOR GoodTemps Staffing

From Oldest Invoice Date	Action
0-30 days	Current
31-45 days	Past Due. Send copy of invoice to client. Collection call.
46-60 days	Collection call or personal visit. Consider discontinuing services.
61-74 days	Collection call or personal visit – discontinue providing services, unless compelling reason.
75 days	Final demand call or visit.
80 days	Refer to 3 rd -party (Attorney) for disposition