

Dakota Micro, Inc. Dealership Policy & Agreement

In order to establish appropriate dealership locations and create the best possible partnerships, Dakota Micro, Inc. has developed the below policies and procedures for all orders received within the Continental United States and Canada.

1. REQUIREMENTS

- a) Dealerships are required to complete a Credit Application that authorizes Dakota Micro to make inquiries into banking and trade references supplied.
- b) Dealerships are required to have a storefront location with ability to display Dakota Micro, Inc. products to customers.
- c) Dealers are required to purchase a demonstration system with display stand.
- d) Dealers are required to have an active email address.
- e) Dealers are requested, but not required, to have a website or business Facebook page.
- f) Dealers are required to purchase a minimum of \$2,000/year to remain listed as a dealer on the Dakota Micro, Inc. dealer locator.
- g) Dealers that do not order product for 24 consecutive months will be deactivated, and must re-apply for a dealership to re-establish dealership.

2. ORDERS & PAYMENT

- a) Order Minimum of \$50 is in effect for all Dakota Micro, Inc. domestic customers (US & Canada), unless otherwise contracted
- b) For orders placed that are under the \$50 threshold, customers will automatically be charged the difference between the \$50 minimum and their order value.
- c) Order Minimum of \$500 is in effect for all Dakota Micro, Inc. international customers, unless otherwise contracted. See "**DM International Dealer Policy**" for details.
- d) Dealers are required to pay all invoices 30 days from the date of invoices.
- e) Dealers will be charged a late payment finance charge of 1.5% per month on all late payments.
- f) This policy does not apply to repairs that have a Dakota Micro, Inc. issued RA# associated with the order.
- g) If payment is made via wire transfer, the dealer is responsible for any bank transfer fees from their bank. Dakota Micro, Inc. is responsible for all bank charges from its own financial institution.
- h) All orders must be paid in full in USD, regardless of currency exchange issues resulting between the time of invoice generation and payment received. Be sure to verify with your financial institution/Bank that Dakota Micro, Inc. will be receiving the billed amount in USD.

3. FREIGHT

- a) Dakota Micro, Inc. ships all domestic and international orders via the United Parcel Service (UPS); unless pickup is arranged alternatively by customer.
- b) Dakota Micro, Inc. will add freight costs to invoices.
- c) If Customer prefers to utilize their own UPS Account number, shipping charges may be billed directly to their account.

4. ORDER CHANGES

- a) If customer requests a change to an order (A change consists of: product additions, product removal, partial shipment, order cancellation, etc), dealership will be required to pay:
 - A possible order adjustment fee of \$40 per change
 - Any additional freight costs
 - Cost of added products