

PEMCO PRE-PAYMENT TERMS

To our Valued Customers:

I sincerely appreciate your patronage and business! For 35 years we have been providing value to our customers and will continue to do so at higher levels of improvement.

The recent COVID-19 impact on financial markets is now obvious and could have an impact on all sectors. To this end, PEMCO and all QSSI affiliates must implement a temporary Credit Policy of Prepayment on all orders that have not yet shipped.

In exchange, we will allow an additional 3% discount which can be taken at time of prepayment. All payments are to be made with ACH - Wire Transfer so as to eliminate the wait times involved with paper checks. Our ACH instructions are shown at the end of this letter in order to provide prompt and accurate details.

We truly want to be a Solutions Provider and not a problem maker! While it's easy to see this in a negative view, please know it's being done in the best interest of continued service at the highest levels for all of our customers, without exception.

Our large inventories of luminaires and components are prepared annually due to the ongoing concerns of Chinese New Year impact and we plan on carrying an additional 4-6 months on hand every year.

Please know that this is a short term policy that will be lifted when the financial markets normalize.

Thank you in advance for your understanding and support for so many years. May we all enjoy good health during these challenging times and protect our families and businesses while working hard to return to normal "difficult" times.

Sincerely,
Rick Edens
CEO

Bank Information:
Bank of America
222 Broadway
New York, NY 10038
Beneficiary: PEMCO Lighting Products LLC

ACH
Account# 898078554596

Wire Transfer
Account# 898078554596

ABA Routing# 063100277

SWIFT# BOFAUS3N
ABA Rounting# 026009593

International wire transfers:

Foreign currency

SWIFT# BOFAUS6S
Bank of America
555 California St
San Francisco, CA 94104

Unknown currency

SWIFT# BOFAUS3N
Bank of America
222 Broadway
New York, NY 10038

If there are any questions or concerns, or another copy of an invoice is needed, please contact Dave Bailey at dbailey@pemcolighting.com or 302-892-9000 ext. 100.