

Pulaski Chase Co-operative

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Pre-Pay Guidelines and Policies

Pre Paid Money Assigned to a Contracted Price (Section 1)

Any agreement to provide material at a future date applying today's set retail pricing must adhere to the following policies and guidelines:

- a. Properly complete the Fixed Price Supply Agreement.
- b. The invoice number must be written within the agreement along with the materials chosen to pre pay at the specified price.
- c. The customer is required to sign the Fixed Price Supply Agreement. Agreements that are not signed are void.
- d. In the event we are mailing a Fixed Price Supply Agreement, it must be mailed using certified delivery with return receipt.
- e. A check dated with today's date must accompany the agreement. The check cannot be post dated.
- f. Materials must be dispensed to customer by July 15th, 2009. Products needed for Fall application must have a separate Fall Contract (if available).
- g. All prepaid money specific to a contract must be used for that specific contract including stated quantities. Substitutions of seed or chemical will be allowed provided the manufacturer allows us to do the same.

Pre Paid Money NOT Assigned to a Contracted Price (Section 2)

Customers can elect to pre pay for materials from a specific department (i.e. agronomy or feed & grain) but not sign a Fixed Price Supply Agreement. The following policy applies:

- a. The money will remain in their pre pay account until it is used for future purchases at the Co-op that are priced as of the date of delivery.
- b. No refunds will be given.
- c. Money cannot be transferred to their open account.
- d. A customer can elect at any future time to "lock in" their pre paid funds against a specific material priced as of that date. In this instance, a Fixed Priced Supply Agreement must be completed and the customer must sign the completed agreement. Revert back to the guidelines and polices of section 1, which now apply.
- e. A customer can elect to apply pre paid funds against purchases within other Co-op departments.

Money Received but NOT Assigned to a Contracted Price nor Pre Paid Account (Section 3)

A customer can also elect to deposit funds against their open account for payment against all future Co-op purchases priced at the time of delivery. Refunds are honored.