



Dear Valued Customer:

Thank you for being a Ligier Automotive Customer, we look forward to working with you during this upcoming race season. Our Parts/Sales/Financial teams have been working on ways to ensure you have the best experience with our company by putting together policies and procedures that benefit us all. We've implemented Customer Forms which will make sure your information is up to date, along with Credit Card Authorization Forms for quick and easy payments.

To ensure prompt payments and cut down on any confusions we wanted to reiterate our policies regarding payment of invoices at the track or purchases made with our Denver shop. You can pay with ACH, Wire, check, cash or credit card. Credit Card authorization must be on file by submitting your information on our CC Form. Fees for wire transfers are your responsibility. New this season is the option to pay online through our QuickBooks accounting system. A link will be included in your email with copy of the invoice. Items will not be picked up or shipped until payment has been made. Pre-orders being delivered to the track must be paid at the time of order, additionally we will implement the 20% restocking fee for items returned.

An important change to how we bill Team Accounts is being implemented this year. If you are running under a "Team Account" we will send an email to the team owners and any parent/driver email associated with that team. The team owner or parent/driver will be responsible for using the "QuickBooks online option" to pay the invoice. We will continue to separate via car number to help you discern parts and vehicle, however, it will be up to you as the "Team Owner" to make sure invoices are paid. Any unpaid invoices could affect your team.

Also, in 2020, Ligier Automotive will offer a pre-paid credit program for parts sales. You will pay prior to your first event and parts picked at the track will simply be debited towards your balance. We request the opening balance be at a minimum of \$10,000. Any funds not used at the event will be held in your account. Each time the account gets close to a low balance, i.e. \$2,000 we will make you aware. At the end of the season we can refund any balance and/or keep the credit for future orders

Please note for ****Purchases made at an Event: All accounts will be settled daily. ****
You will receive an email with purchases for the day and those items must be paid before new purchases can be made the next event day.

We believe the 2020 race season will offer many opportunities to you and we appreciate your business and allowing us to serve you.