

Invoice Purchases

- Invoices for purchase must be received by 12:30pm EST for same day funding.
- Schedule A, invoices, and supporting docs are required for purchase review.
- All account debtors are subject to credit limits determined by Hitachi Business Finance. Please submit new debtors three days prior to the request of an initial advance.
- Notification letter must accompany all new debtors submitted for purchase.
- Hitachi Business Finance will validate with account debtor receipt of delivered product or service rendered before invoices are purchased.
- Invoices may be declined for purchase due to product or service not received, poor credit quality of debtor, or delinquent payment status.

Payment & Collection

- All payments must be sent to a Hitachi Business Finance lockbox. Any payments received directly by client must be delivered to Hitachi Business Finance immediately.
- Lockbox address must be included on each invoice sent to account debtor.
- Payments received for non-purchased invoices will be pass-thru to client unless balance is owed to Hitachi Business Finance.
- Hitachi Business Finance will assist in invoice collection and any issues will be brought to the client's attention immediately.
- Invoices that remain unpaid 90 days from invoice date will be charged back to client and all fees and advance must be paid by client. Repayment can be made via check or with new validated invoices.

Disbursements

- Cash availability will increase or decrease daily with account activity. All collections will be disbursed weekly, on Monday, or with each new invoice purchase, whichever comes sooner.
- All collections will be disbursed at month-end for easier financial reconciliation.
- Clients will be given the option to receive funds via ACH EFT (overnight transfer) or via wire (same day transfer). Wires must take place between 2:30pm and 4:00pm EST and client will be assessed a \$25 fee for each outgoing wire. ACH transactions are no cost to client.
- Hitachi Business Finance reserves the right to hold portions of availability for various reasons including charge back invoices, third-party disbursement, or delinquent debtor payments.

Reporting

- Our website will provide you access to Hitachi Business Finance Online. It will display all information associated with each day's account activity.
- Each Friday, we will mail all payment remittance advices received along with any other documentation that is received.