



SHOPCO USA

SHOPCO USA, Inc.  
7171 W. Sam Houston Pkwy N  
Houston, TX 77040

Tel: 713-934-2941  
Fax: 713-934-2929

[www.shopcousa.com](http://www.shopcousa.com)

Re: SHOPCO Payment Options

Dear Valued Customer,

On behalf of the entire SHOPCO Team, I would like to thank you for consideration of SHOPCO on your new Store purchase! If you would like to proceed with your order after review of your quote, below is a list of payment options and requirements for your convenience.

### **DOMESTIC Customers**

**Payment Option 1 – Ascentium Capital (United States and Puerto Rico only):** SHOPCO USA no longer extends financing terms, however if you are seeking an alternative method of financing your shelving/fixture package from SHOPCO, Ascentium Capital is a great alternative method of accomplishing this task (NOTE: Ascentium Capital is a separate entity of SHOPCO USA, INC. All needed documentation, and verbal/electronic communications regarding financing is strictly between the Customer and Ascentium Capital). Steps needed to complete this procedure:

- 1) Obtain a simplified Ascentium Capital credit application from your SHOPCO Regional Sales Manager or Project Coordinator (electronically or handout).
- 2) Complete the application and submit to the Ascentium Capital representative noted on the credit application.
- 3) Once the credit application is approved, the Ascentium Capital representative will contact the customer and SHOPCO of the approval and at what financial level. It's that simple!
- 4) Benefits of utilizing Ascentium Capital:
  - a. Offer customized financing & leasing solutions for the Gas & C-Store Industries
  - b. No or low-down payments
  - c. Avoid depleting lines of credit
  - d. Payments may compliment cash flow
  - e. Potential tax savings
  - f. Their 100% financing program enables the customer to finance costs such as product, installation, shipping, tax, and more. This means the customer may avoid out of pocket costs.

For more information, please feel free to visit Ascentium Capital's website at [www.ascentiumcapital.com](http://www.ascentiumcapital.com)



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**Payment Option 2 – Credit Card Payment:** NOTE: For all Credit Card Transactions, a three percent (3%) non-refundable convenience fee will be added. Customers must complete a Credit Card Authorization form in its entirety for each credit card transaction authorized for SHOPCO. This form will be provided to you by your SHOPCO Representative.

- 1) One hundred percent (100%) payment in full via credit card will be accepted, **or**
- 2) Fifty percent (50%) down payment will be required to begin processing your order. All special-order items will be subject to one hundred percent (100%) payment in full prior to ordering.
- 3) The remaining fifty percent (50%) must be paid five (5) business days prior to the release of your order for packing and preparing to ship. SHOPCO's Project Coordinator handling your order will contact you when the remaining balance is due.

**Payment Option 3 – ACH Bank Wire Transfer:** Your SHOPCO Project Coordinator will provide you all information needed for this transaction.

- 1) One hundred percent (100%) payment in full via ACH Bank Wire Transfer will be accepted (and received 2% cash discount off invoiced Merchandise only - for 100% full payment up-front), **or**
- 2) Fifty percent (50%) down payment will be required to begin processing your order. All special-order items will be subject to one hundred percent (100%) payment in full prior to ordering.
- 3) The remaining fifty percent (50%) must be paid five (5) business days prior to the release of your order for packing and preparing to ship. SHOPCO's Project Coordinator handling your order will contact you when the remaining balance is due.

**Payment Option 4 – Check or Money Order:** Note: Checks must be drafted through a domestic bank. Checks drafted on an international bank will not be accepted.

Check(s) or Money Order(s) should be mailed to the following address:

SHOPCO USA, INC.  
(Attn: Accounting Department)  
7171 West Sam Houston Pkwy North  
Houston, TX 77040

- 1) One hundred percent (100%) payment in full via check or money order will be accepted (and received 2% cash discount off invoiced Merchandise only - for 100% full payment up-front), **or**
- 2) Fifty percent (50%) down payment will be required to begin processing your order. All special-order items will be subject to one hundred percent (100%) payment in full prior to ordering.
- 3) If the remaining fifty percent (50%) is paid by check or money order, it must be received by SHOPCO ten (10) business days prior to the release of your order for packing and preparing to ship. SHOPCO's Project Coordinator handling your order will contact you when the remaining balance is due.



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### **INTERNATIONAL Customers**

ACH Bank Wire Transfer: Your SHOPCO Representative will provide you all information needed for this transaction.

- 1) One hundred percent (100%) payment in full via ACH Bank Wire Transfer will be accepted (and received 2% cash discount off invoiced Merchandise only - for 100% full payment up-front), **or**
- 2) Fifty percent (50%) down payment will be required to begin processing your order. All special-order items will be subject to one hundred percent (100%) payment in full prior to ordering.
- 3) The remaining fifty percent (50%) must be paid five (5) business days prior to the release of your order for packing and preparing to ship. SHOPCO's Sales Coordinator handling your order will contact you when the remaining balance is due.

Again, thank you for your consideration of SHOPCO! Please let us know if we can assist in anyway.

Sincerely,  
SHOPCO USA, Inc.