

## Pitney Bowes of Canada Ltd.

**Effective as of March 2018: Amendment to Account Charges.** Modifications have been made to Section 31(h) of the terms and conditions to your account. Please read Section 31(h) below and save a copy for your records.

- (a) The PitneyWorks® program provides a convenient way for you to order products and services from us (the “**Program**”). You may only order products and services for commercial, industrial or business purposes.
- (b) Except as provided below, each time a meter refill, office supply or other product or service is ordered through the Program by an employee or agent of yours with express, implied or apparent authority to do so (an “**Authorized User**”), your Account automatically will be charged for the amount of meter refill, office supply or other product or service requested, and any applicable fees and charges. You authorize PBC to honor requests by Authorized Users to use the Account, and you agree to be liable for all amounts payable on the Account as a result of transactions made by Authorized Users, until PBC receives written notice revoking the authority.
- (c) You will receive a billing statement for each billing cycle, unless (a) there has been no activity on your Account, (b) the outstanding balance or credit to your Account is less than \$5.00, or (c) the only activity on the billing statement is a customer service adjustment, such as a fee reversal. You have thirty (30) days from the date on the billing statement to notify us of any errors on the billing statement, or it will be deemed correct.
- (d) Payments are due by the due date shown on your billing statement. Each payment will be applied first against any accrued interest and default charges, second against any fees incurred, thirdly against any outstanding balance on your Account, and finally against any balance for orders processed or fees incurred during the current billing cycle.
- (e) PBC will assign a credit limit to your Account and may change your credit limit at any time. PBC may refuse to make an Advance if the amount of the Advance plus your existing unpaid Account balance exceeds your credit limit. You agree that PBC may receive from and exchange credit and other information concerning your affairs with others. PBC will not be liable for any such credit reporting.
- (f) If you choose not to pay the entire balance due by the due date shown on your billing statement, you may pay a portion of the balance by the due date, but not less than the minimum payment shown. If there is a remaining balance on your Account as of the payment due date, PBC will make an Advance to you in the amount of the unpaid balance or your credit limit, whichever is less. Each Advance will be deemed to have been made on the date the unpaid order(s) was delivered (“**Advance Date**”).
- (g) You agree to pay interest on all Advances from the Advance Date until all Advances are repaid. Unpaid interest, default charges and transaction fees will be added to the outstanding balance of unpaid Advances on the due date shown on each billing statement. If unpaid interest, default charges and transaction fees are not paid by that date, such balance will be treated as part of the Advance. The interest rate applicable to Advances is 2% per month (24% annually).
- (h) Unless prohibited by law, you agree to pay the following charges or fees plus the interest set forth in (g) above:
- (i) \$15 if you have not paid the amounts due by the due date on your statement on any balance less than \$1500;
  - (ii) \$30 if you have not paid the amounts due by the due date on your statement on any balance equal to or greater than \$1500;
  - (iii) \$40 for any payment that is returned unpaid for any reason;
  - (iv) \$15 if you go over your credit limit;
  - (v) If you have selected “PitneyWorks transaction fees extra on your Order”, a fee equal to 1% of the postage reset amount using your PitneyWorks Account, subject to a minimum fee. For K700 meters, the minimum fee is \$7.50 for resets less than \$250. For all other resets and meters, the minimum fee is \$15;
  - (vi) If you have selected “PitneyWorks transaction fees included on your Order”, your PitneyWorks transaction fees are included in your Periodic Payment, provided however, you will also be charged an overage fee of the greater of \$1 or 1% of the amount by which the aggregate meter refills in the billing cycle exceeds \$200 plus applicable taxes in any billing cycle, subject to a maximum fee of \$50; and
  - (vii) Up to \$180 if there has been no activity on your Account for a year or longer.

We can revise the above Program charges and fees from time to time at our discretion in accordance with Section k below.

- (i) PBC may at any time close or suspend your Account or, if applicable, temporarily refuse to make new Advances or fulfill orders. You can cancel your Account by notifying PBC in writing. No cancellation or suspension will affect your obligation to pay any amounts you owe under the Program.
- (j) We may permanently close or cancel your Account or refuse to make any new Advances to you if you violate this Agreement or any other agreement between you and us. We may also demand immediate payment of the entire amount you owe, plus interest at the rate applicable to Advances.
- (k) We may amend the terms of the Program at any time by written notice to you (including by electronic notice via the email address that is then on file for you). Any amendment will become effective on the date stated in the notice and will apply to any outstanding unpaid balance on your Account. We may terminate the Program at any time upon notice to you. Any outstanding obligations on your part will survive termination of the Program or your Account.
- (l) We may accept late payments, partial payments or payments marked “payment in full”, without losing any rights we might have with respect to them. We may choose not to exercise or to delay enforcement of any of its rights without losing them. We may assign your Account and its rights and obligations under the Program to a third party. You may not assign your Account or your interest, if any, in the Program.