



BANK/REMITTANCE INSTRUCTION MEMO

To: Our Valued Customers
From: **Distribution – Publications, Inc.**
Subject: Bank Details and Remittance instructions

All invoices issued by Distribution - Publications, Inc. (DPI) must be paid in US Dollars by check, wire/ACH transfer or online credit card via secured payment link of https://www.convergepay.com/hosted-payments?ssl_txn_auth_token=Wjjqau7gSROIksP0bNkdygAAAYMZihV1 please see below for instruction details.

- CHECKS** must be payable by a US bank and must be free of any collection charges. Please mail to our PO Box address: **Distribution-Publications, Inc., P.O. Box 1136, Oakland, CA 94604, USA**. Please note, when you provide a check as payment, you authorize us to use info from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use info from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your bank. Many organizations have adopted this efficient procedure; if you have any other questions, please contact us.
- WIRE TRANSFERS:** our bank references for wire/ACH transfers are as follows:

BANK OF THE WEST

180 Montgomery St, San Francisco, CA 94104, USA

ABA No. 121100782

Swift No. BWSTUS66

Account No. 046053989

Account Name: Distribution-Publications, Inc.

Please ensure your wire transfers provide for all transfer and/or collection fees, for both the sending and receiving bank. ***All wire transfers must be free of any and all bank charges, from both the sending and receiving bank.*** In the event Bank of the West (BOW) deducts processing fees from the principal of the payment these fees will not be absorbed by DPI, and will remain outstanding against your account. If you have any questions about wire or collection fees, please ask your bank.

Since 1975

Phone 510-273-8933 Toll Free 1-800-204-3622 Email accounting@dpiusa.com Web dpiusa.com

1999 Harrison Street, Suite 650, Oakland, CA 94612-3587, USA

3. **CREDIT CARDS:** Visa, MasterCard, American Express or Discover credit cards are accepted online. We can assure you all transactions processed through our payment link are secured and in compliance with credit card industry standards.

To use this online payment option, please follow this link https://www.convergepay.com/hosted-payments?ssl_txn_auth_token=Wjjqau7gSROlksP0bNkdygAAAYMZlhV1 and complete all the required billing details. This link will be provided in every email we send that attaches your invoice or statement of account.

Our on-line payment option requires you to enter your customer number and invoice number. Your customer number is shown on the top of each of our invoices and each Statement of Account, and also in the email we send with each of these. Your invoice number is shown on top of each invoice; in our statement of account, it is shown just below the word "REFERENCE." Please note: if you remit payment for multiple invoices, please provide all invoice numbers on the invoice field, separate them by comma to ensure your payment is applied in a correct and timely manner. Also, when remitting payment on behalf of a third party, kindly provide the invoice numbers and/or account numbers to apply payment(s) against.

For members whose billing information are within the USA, please enter **full credit card address on the billing address line** and **zip code** exactly as required.

For members whose billing information are outside the USA, please enter **full credit card address on the billing address line** and **zip code** exactly as required. If state and/or zip code is not available, please enter NA.

Please note, if any required billing info is left blank, your online credit card transaction will be denied.

When your payment is submitted & approved, a transaction receipt will be sent directly to the email address you provided online.

If you have any other questions or need further instructions regarding our payment options, please do not hesitate to contact us via email: accounting@dpiusa.com or phone us on +1-510- 273-8933 (ext 102).

Thanks for your cooperation.

Accounting Department
Distribution-Publications, Inc. (DPI)

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