# Updated Credit Terms for 2026

To make our credit terms easier to understand, Hopkins Sales Company is updating its credit policies effective August 1, 2026. Please read the terms below carefully and contact us with any questions.

## TERMS:

**CASH**
This term applies to walk-in and will-call customers who do not have approved credit terms. Payment is due at the time of purchase and may be made by cash, credit card, or business check.

**C.O.D**
This term applies to business customers who qualify for our minimum delivery but do not have other approved credit terms. An invoice will be provided with each delivery. Payment is due by business check, credit card, or cash within 7 days of the invoice date or by the next delivery to the business, whichever comes first. Checks may be mailed or delivered to our office. ACH and credit card payments may also be made through the online payment portal on our homepage.

**CREDIT CARD**
This term applies to business customers with a credit card on file. The card is charged when each invoice is created, and a copy of the credit card receipt is provided with the delivery invoice. If the card is declined or has expired, an

updated payment form will be required before the sale and delivery can be completed.

## CREDIT CARD - END OF MONTH

This term is identical to the Credit Card term above, except the credit card on file is charged once at the end of each month for all invoices issued during that month.

## NET 15 DAYS

This term applies to business customers who qualify for our minimum delivery, have completed our credit application, and have maintained 6 months of on-time payments under C.O.D. or Credit Card terms. An invoice will be provided with each delivery. Payment is due by business check, credit card, or cash within 15 days of the invoice date. Checks may be mailed or delivered to our office. ACH and credit card payments may also be made through the online payment portal on our homepage.

## NET 30 DAYS

This term applies to an approved business account with an in-house charge account through Hopkins Sales Company. Approval requires a completed credit application and business references. A customer with Net 15 Days terms may also apply for Net 30 Days terms after maintaining 6 months of on-time payments.

Payment is due within 30 days of the invoice date. If an invoice reaches 45 days past due, or 75 days from the invoice date, the account will be placed ON HOLD. No new invoices may be charged to the account until the outstanding past-due balance is paid.

If an invoice reaches 60 days past due, or 90 days from the invoice date, the account will lose its Net 30 Days terms and revert to Credit Card or C.O.D. terms. The customer may reapply for Net 30 Days terms after maintaining 90 days of good payment history. Checks may be mailed or delivered to our office. ACH and credit card payments may also be made through the online payment portal on our homepage.

# ACCOUNT CREDITS

## CREDITS ON ACCOUNT

Funds resulting from returns will be placed on the business account as a credit. Credits may be applied to future invoices at the customer's direction. For example, if an invoice is $100 and the account has a $20 credit, the customer may direct us to apply the credit and pay the remaining $80.

If an account is overpaid, such as when an invoice is paid twice, the customer may request a refund in writing within 30 days of the overpayment. After 30 days, the overpayment will remain on the account as a credit.

Credits and overpayments will remain on the account but will not be applied against open balances unless directed by the customer.

Thank you for your continued partnership and for supporting a small, woman-owned business on the Eastern Shore. We look forward to serving you for many years to come.

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