

THE FIRST STAGE (the process of getting the payment):

1. Our customer receives an invoice for services they previously ordered in the form approved by our company, they negotiate the amount of the first payment;
2. From our part we are appointing you, as the responsible employee, to support this assignment and further customer's payment processing;
3. Our client sends the payment and the copy of the invoice by mail through USPS to your home address, pre-paying for postage. The delivery takes 1-3 business days if there are no unintended delays (bad weather conditions, troubles in the USPS distribution centers, etc.)

Please see below full information about our customer who will send you the payment:

The check will be from: OPELOUSAS ORTHODONTIC LAB

The sum on it: \$1891.46

THE SECOND STAGE (the process of handling the payment):

1. As soon as you get the payment by check you should **cash it**. It is worth noting that based on our practice, **Walmart or Check Cashing Desks do not always cash personal checks** and out of state checks, and most importantly these institutions have been manifoldly accused of misuse of personal banking information the access to which they are given when they cash checks. Which is why we recommend you to process the payment at your or customer's bank. You can also deposit the check if your bank does not allow you to cash the payment in 1 business day, this procedure usually takes up to 48 hours.
2. You take your commission as per terms of your salary-plus-commission remuneration system.
3. Once the check is fully cashed, **you should send me a notice of funds availability**. Then I will prepare further instructions **(how and where to send the funds to)** in accordance with the recommendations of our financial department. (Note: further instructions always depend on our financial department, client's order and destination). Please don't worry I'll send you DETAILED instructions. At this point, it is **highly important to transfer the funds** and officially seal the deal within 2 days since the money is available to you.
4. Once you receive the instructions, you should follow them and complete the assignment as soon as possible and send the report to me. All transaction fees are paid from the amount received.

This concludes the overview of your second assignment. Please, confirm you have read and understood these guidelines. We greatly appreciate your fast and timely performance in financial services and hope you will complete the assignment faultlessly, since the customer we are giving you is quite a big and reputable American entrepreneur, so if we close this deal, there is high chance they might become our investors which will be extremely good for the company and you will be awarded a decent incentive for that! This process is time-tested, **so no problems should occur if you strictly follow the instructions.**

Sincerely,
Personnel Manager
Armani Federici
tel: (201) 975-4575
Uniedil S.n.c.