



We want to emphasize how much we appreciate working with you. You are not only recognized as an excellent client within our company but also as a valuable partner to us. Our goal is to continue strengthening this wonderful relationship of trust.

In the spirit of transparency and to ensure that each of our partners is well-informed, we periodically share reminders about our procedures and policies. While this message is generic, we believe it is important to keep you informed about our payment policy.

**Invoicing\*:** Starting now, invoices will be sent to each client every fourteen days. These invoices will be clearly marked as "payable upon receipt" to ensure a better understanding of the payment terms.

**Reminder after 7 days:** In case we don't receive a response from you within 7 days of sending an invoice, we will send you a friendly reminder to help you remember the due date.

**Interest Notification after 30 days:** After 30 days without receiving your payment, a notification will be sent specifying that a 5% interest (or the current applicable rate) will be applied to the outstanding amount.

**Reminder after 60 days:** Another reminder will be sent to keep you informed and help you avoid additional fees.

**Final Notice after 90 days:** If 90 days pass without payment from your end, legal actions may be considered. However, before taking such actions, we will provide you with an additional 10 days to rectify the situation.

**Administrative Fees and Interest:** Administrative fees related to any collection efforts will be at your expense. Additionally, if a payment is delayed, interest will be calculated, including on these fees.

We remain confident that these measures will only rarely be necessary and hope they clarify our expectations to ensure a smooth collaboration.

**The Management Team - BLOOM Comptabilité**  
[info@bloomcomptabilite.com](mailto:info@bloomcomptabilite.com)

**\* Billable by Active Minute:**

Our commitment is to bill you accurately for the time we actually dedicate to your case. Therefore, every active time period - whether it's an email exchange, a phone call, document transfer or receipt, and any other interaction related to your case - is recorded. This method allows us to faithfully reflect the work done, ensuring fair billing. The idea behind this approach is simple: we want every minute you spend with us to be well-utilized, and every penny you invest to represent added value.