NOTICE OF ASSIGNMENT

Date: [DATE]

To: [CUSTOMER LEGAL NAME], [CUSTOMER ADDRESS], Attention: Accounts Payable

From: [YOUR COMPANY LEGAL NAME], [YOUR ADDRESS]

Re: Payment of all invoices from [YOUR COMPANY LEGAL NAME]

[YOUR COMPANY LEGAL NAME] has sold and assigned its accounts receivable, including all amounts you owe us now and in the future, to [FACTORING COMPANY LEGAL NAME].

Effective immediately, please make every payment on our invoices payable to [FACTORING COMPANY LEGAL NAME] and send it only to the remittance address below. This notice is given under Section 9-406 of the Uniform Commercial Code. Payment to anyone other than [FACTORING COMPANY LEGAL NAME], including to us, may not discharge your obligation.

Remit payment to

[FACTORING COMPANY LEGAL NAME]

Mailing address: [REMITTANCE ADDRESS]

ACH or wire: [BANK NAME], routing [ROUTING NUMBER], account [ACCOUNT NUMBER], reference [YOUR COMPANY NAME AND INVOICE NUMBER]

These instructions stay in effect until you receive a written release signed by [FACTORING COMPANY LEGAL NAME]. Do not accept a change of payment instructions from anyone else, including from us, without that written release.

Please update your payment records, sign the acknowledgment below and return a copy to [FACTORING COMPANY EMAIL]. For questions, contact [FACTORING COMPANY CONTACT NAME] at [PHONE].

Signed

[YOUR COMPANY LEGAL NAME] — By: _____ Name: [NAME] Title: [TITLE] Date: _____

[FACTORING COMPANY LEGAL NAME] — By: _____ Name: [NAME] Title: [TITLE] Date: _____

Customer acknowledgment

We acknowledge this notice and will pay all invoices from [YOUR COMPANY LEGAL NAME] to [FACTORING COMPANY LEGAL NAME] as instructed above.

[CUSTOMER LEGAL NAME] — By: _____ Name: [NAME] Title: [TITLE] Date: _____