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CREDIT NOTICE POLICY
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Each deposit to any bank account needs to be reported to Michael within 48 hours via email (one email per deposit).

For credit notices, USD amounts should be stated like this: \$5,839.05 (not USD5,839.05 or USD 5,839.05).

Only if stating different currencies (like HK\$ or S\$) should there be an additional qualifier.

EMAIL FORMAT

Subject Line: Credit Notice: HK\$ <amount> from <payer>

Sample Text:

Amount	: HK\$ xx,xxx.xx (credited via wire on 06/29/11)
From Account	: Sun Arts Limited
To Account	: Michael Gleissner - Citibank HK 0384 HKD
Bank Balance	: HK\$ xxx,xxx.xx (after this deposit)
Purpose	: Full payment - sale of xx