

Wells Fargo Equipment Finance, Manufacturer and Dealer Finance
 800 Walnut Street | 4th Floor | Des Moines, IA 50309

Name and Address of Customer:
 COWNEDES COUNTY, GA
 327 N Ashley St
 Valdosta, GA 31601-5504

Thank you for doing business with **WELLS FARGO FINANCIAL LEASING, INC.** This cover letter is your guide to completing your transaction as quickly as possible.

Checklist

All documents listed below are required for this transaction:

- Master Lease Agreement
- Equipment Schedule - Lease
- Non-Appropriation Addendum
- Insurance Form
- Required Information Form
- MyAccounts Form

The following items are required for your transaction to be completed:

- Signature from an authorized signer- see Signature Guide below for requirements
- Printed name of the signer
- Title of the signer - see Signature Guide below for requirements
- Federal tax ID of the lessee/borrower - specified on the attached documents
- Return the signed documents as outlined below
- Supplier Invoice
- Tax Exempt Certificate, if applicable

Please return all pages. Failure to return all pages will cause a delay in processing.

Signature Guide

The documents must be signed by an authorized officer or the owner if the customer is a Sole Proprietorship, with printed Name and Title completed as well. **Guaranty, Lease or Loan agreement authorized signer guidelines**

If the business is a:

- Proprietorship
- General Partnership
- Limited Partnership
- Limited Liability Company (LLC)
- Trust
- Corporation or Non-Profit Corporation
 - And deal is <\$500K
 - And deal is >=\$500K

This person must sign:

- Owner/Proprietor
- Partner
- General Partner
- Manager, Member or Authorized Signer
- Trustee
- Authorized Corporate Officer, Purchasing Manager, Director, Controller, Finance Manager
- Authorized Corporate Officer

Return Instructions

If you received an e-mail from DocuSign to sign documents electronically, once you complete the DocuSign process and click "confirm signing", your signed documents will be returned to us electronically. Please use fax or e-mail to return any checklist items not completed and transmitted via DocuSign. If you did not receive an e-mail from DocuSign to sign documents electronically, please return your signed documents and other checklist items via fax or e-mail. If your documents include a master agreement and/or guaranty documents, or if the total amount financed is greater than \$500,000, then overnight the signed documents to the address below.

Email: WFEFMDFGolfandTurf@wellsfargo.com **Fax:** 866-336-8375

Overnight:

WELLS FARGO FINANCIAL LEASING, INC.

Contracts Team
 800 Walnut Street, 4th Floor
 Des Moines, IA 50309
 MAC F0005-044