



AIRBUS

MEMO

To: Airbus Americas Employees
From: Deborah Sperger
Date: January 28, 2009
RE: SunTrust Visa Corporate Account Reminder

To avoid a delinquent status all Visa accounts must be paid in full each month. When partial payments are made the remaining balance, large or small, becomes past due. As you continue each month making partial payments while using the card, all 'accumulating' balances are considered delinquent.

The Visa accounts were set up to be paid in full each month therefore partial payments are liable to SunTrust's policy of - accounts exceeding up to 90 days past due will be frozen. Making full monthly payments will ensure your account is always available when needed.

Thank you