

# CREDIT POLICY

## **NEW CUSTOMERS** - *We want your business!*

To place your first order submit a copy of your sales tax authority certificate along with a completed copy of our "New Account Information" form. You will receive an open account with a \$500.00 credit limit. If a higher initial credit limit is desired, please complete the credit reference section on the reverse side of the "New Account Information" form. Your credit will automatically increase with your business volume if you pay within our terms.

**TERMS** - Our terms are 1% 10, net 30 days from **invoice** date. Invoices are emailed upon shipment of the order. We ask that you pay from the invoice. Unearned discounts will be left open on your account. If you would like a monthly statement let us know what email address to send it to. Please include your account number and invoices you are paying with your remittance.

**RETURNED CHECKS** - A \$45.00 charge will be billed to your account. If a second check bounces your account will be set to "pre-pay required" status.

**INCORRECT ADDRESSES** - Providing an incorrect shipping address to one of our shipping carriers can result in additional shipping charges and fees. We do all that we can to ensure the correct address information is used for shipments. For any incorrect address *provided to us by you*, we reserve the right to bill you the additional charges or fees that result from incorrect information we received.

**CHARGE CARDS** - We accept Mastercard, Visa, Discover and American Express payments. We can keep your card information on file and charge each order the day of shipment. If we charge your order on the day of shipment it will be charged at the net invoice amount, no discount will be given. If you use our consolidated invoicing and choose to pay with a charge card, we will process the charge at net invoice amount at the time of the weekly invoice generation.

**DELINQUENT ACCOUNTS** are liable for collection costs. If your account is overdue and we receive an order, you will be contacted. The order will not be processed until payment is received. **We are not responsible for delays if your account is unpaid.**

**AVOID ORDER DELAYS –  
PAY YOUR BILL PROMPTLY**



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