



PAYMENT POLICY:

OUR PAYMENT POLICY IS DESIGNED TO SAVE MONEY AND TIME FOR ALL

All monthly services (such as for hosting or email) must be prepaid at the beginning of each billing cycle, charged to the credit card on file. All service work must be paid for at the time the service is rendered or completed. Even if you have been approved to pay invoices by check, your credit card information must be on file. If a promised check is not received within three (3) days after an invoice's due date, then the credit card on file will be charged, and if the check is received, will be returned.

For hourly tasks, when the work is completed, or as the work progresses, depending on the extent of the project work, an invoices with clear description of each completed task will be produced and paid using the credit card on file. The initials of individual(s) who completed the work will be noted on the invoice. If you receive a paid invoice and dispute the charges, because they were not fully described nore explained upfront, then write an email to accounting@clickitco.com, and an adjustment and credit to the credit card will be made, if the disputed amount is agreed upon. Any prepaid deposits or credits are applied to outstanding invoices. Once a prepaid deposit is used up, the customer is billed the balance going forward, and the credit card on file will be billed. 30 and 60 day terms are just not possible for the work we do. Those type of credit terms are for businesses such as manufacturers and distributors, who would mark up what we sold them, and then get paid by their customers, so that they can afford to pay us. Our work is service work, and all our vendors expect to be paid the same way we expect to be paid, at the time of the completion of the service, just like a plumber and an electrician does. So since we expect payment for service work at the time of completion, processing the credit card on file is just the easiest and simplilest manner to remove any costs associates with collections, so all our customers benefit from equal treatment. If at the time of the service, a check can be written on the spot, then a check is fine and can be accepted. Any Click IT service technician is able to complete an invoice and accept any form of payment using his/her smart phone. If any billed and processed item is disputed, Click IT must receive notification of this dispute within two (2) days after receiving the invoice. Otherwise, the invoice is considered to be undisputed. Notifications regarding any charges will be sent to the email or physical address on file, as provided below. The customer is responsibility for knowing and understanding this policy along with informing us of any changes to the information provided below. All orders are subject to the terms and conditions published on our [website](#). Click IT reserves the right to cancle any service for any reason it deems appropriate.

Please complete the form below:

I acknowledge I have read this billing policy, agree to it and authorize Click IT to charge the credit card listed below, as described above. For monthly services or for any overdue bills, I approved having my invoices paid by credit card and understand that the credit card will be charged on either the date of invoice, or, for billed time at our hourly rate.

Signature: _____ Date: _____ Email: _____

Credit Card Type: Mastercard Visa American Express Discover

Card Number: _____ Expiration Date: _____ Security # _____

Your Name: _____ Title: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Note: Click IT pays special attention to protecting the privacy and personal information of our customers.

Electronically stored credit card information is securely encrypted. All orders are subject to our [Acceptable Use Policy](#), our [Privacy Statement](#) and any additional Terms and Conditions not stated here as found at <http://www.clickitco.com/about/legal>.

Check if you seek approval to pay invoices by mailed checks. (Please attach three trade references.)

Please indicate how you would like to receive invoices by Mail E-mail, or Both

Additional comments or instructions: _____

Please complete, fax, email or mail this form to:

Click IT Connect Corp.

P.O. Box 2, Chagrin Falls, OH 44022

Fax: 216-923-1322

Email: mailto:accounting@clickitco.com

(Payment Policy is subject to change anytime without notice.)

Select Envelop to use Adobe Reader to Email:

