



# 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 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. If a check is received after credit card payment is processed, the check will be returned.

An invoice with clear description of each completed task will be produced upon completion of work and paid using the credit card on file. The initials of any individual who performed the work will be noted on the invoice. Any prepaid deposits or credits are applied to outstanding invoices. Once a prepaid deposit is used, the customer will be billed the balance going forward, and the credit card on file will be charged. Our work is service work, so 30 and 60-day terms are not possible. Our vendors expect to be paid immediately, and we must do the same. Maintaining a credit card on file is the most effective manner to remove any costs associated with collections. All of our customers benefit from equal treatment. Issuing a check at the time of service is acceptable. Any Click IT service technician is able to complete an invoice and accept any form of payment using his/her smartphone. 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 valid. Please email [accounting@clickitco.com](mailto:accounting@clickitco.com) to dispute charges on a paid invoice. The dispute will be reviewed, and a credit will be issued if the disputed amount is agreed upon. Notifications regarding any charges will be sent to the email or physical address on file, as provided below. The customer is responsible for knowing and understanding this policy as well as informing us of any changes to the information provided below. All orders are subject to the terms and conditions published on our [website](http://www.clickitco.com). Click IT reserves the right to cancel any service for any reason it deems appropriate.

### Please complete the form below:

I acknowledge having read this billing policy, agree to it, and authorize Click IT to charge the listed credit card, 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  Email, 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  
Email: [mailto:accounting@clickitco.com](mailto:mailto:accounting@clickitco.com)

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

**Select Envelop to use Adobe Reader to Email:**

