

GUIDELINES FOR PAYMENTS!

1- **Auto Pay via ACH-** Payment will be automatically withdrawn 10 days after your delivery. No phone call, e-mail, or fax will be required. If the 10th day falls on Saturday or Sunday then the payment would be taken out on Monday. We are eliminating the need for you to tell us when to take the payment out of your account.

2- **Payments by Credit Card-** We accept Visa, MasterCard, and Discover. We do charge a fee to pay via credit card based on how large the amount is.

With the new Auto Pay option we've set up a few guidelines.

Payment will be drawn automatically 10 days after delivery unless you call or e-mail us here at the office.

If you have any adjustments they must be reported to the office within 2 business days of delivery. We will then put a credit on your account and the remaining balance will be taken out of your account 10 days after delivery.

Please sign the new ACH agreement form. We will not start the Auto ACH program on your account until we receive a signed copy of the new ACH agreement form.

Late Fees- We will assess a late fee on your account we have not received payment within 10 after your delivery date. The fee schedule will be as follows:

\$10.00 for every 5 days after the payment due date.

If Alison's Pantry does not have your payment within 15 days of your delivery date, your account will be charged a \$10.00 late fee.

The late fees will continue to be added every 5 days until payment is made in full.