



International Contact, Inc.

International Contact, Inc. USA Payment Agreement

In order to properly make payments, we need your initials next to your chosen payment type, as well as the required info needed for the payment type you choose(if any).

INVOICES

After a job is complete, please email your invoices to ap@intlcontact.com. Upon receipt, payments are made net-30(30 days after the invoice is submitted).

PAYMENT TYPE

Please initial next to your choice of payment below and fill in any required info needed for the method you choose. Please remember, we will deduct all costs incurred when making payments. Direct Deposit is the preferred method - It's free and it's fast! See below for available payment types and the fees/wait times for each.

☐ **DIRECT DEPOSIT**

Check will be issued 30 days from receipt of invoice and deposited directly to your bank account of choice. This is done through BillPay and is FREE for you! To sign up, we need to send you an invite email. In the signup process, you are required to enter your bank info in. After this is set up, funds are sent to you fee-free!

☐ **PayPal**

We will issue payment according to agreed terms and sent to your e-mail address through PayPal. You will need to have a valid email address and bank account. All funds will be sent in US dollars and converted by PayPal accordingly. To find out more information about this service, fees, and qualifications, please visit PayPal's website at: WWW.PAYPAL.COM

If you wish to select this payment method, please provide the following information:

Payee's Full Name	
Email Address of PP account	

☐ **MAILING CHECKS**

We will issue a check according to agreed terms and mail it to your address. On top of the net-30 waiting time for payment, there is usually an additional week of transit time that it takes checks to reach their destination.

WIRE TRANSFERS

We will wire your payments bank account minus the bank service fee (approx. \$30.00). It takes about 72 hours for the money to reach its destination, but there is no guarantee on this time frame. Payments are made in US dollars. If you wish this service, please provide the following information:

1	Name of Bank	
2	Bank's full address	<hr/> <hr/> <hr/>
3	Account Number	
4	Full name of account	
5	ABA Routing Number	

Please also remember that there is a net-30 from the receiving of your invoice until payment.

If you have any questions, please email us at ap@intlcontact.com or call the accounting department at (510) 836-1180. Thanks for your prompt attention and we look forward to working with you!