

Payment Policy

Credit Card Customers

New customers are always under "credit card" payment terms. For regular orders, full payment for the invoices, including shipping, should be charged on the credit card upon shipping. New customers without an available credit card can make their payment by check.

Existing customers can utilize the "Net 30 Guaranteed" program. This program allows you to purchase items and they will not be charged to your credit card for 30 days following shipping. Credit cards will not be charged if payment is received prior to the 30 days expiring.

Net 30 Customers

For purchase orders exceeding \$ 1,000 customers need to pay a 50% deposit when the order is placed. Payment for the balance will follow whatever payment term is set for that customer. For purchase orders that exceed \$ 3,000, customers need to pay a 50% deposit when the order is placed, and 25% prior to shipping. Payment for the balance will follow whatever payment term is set for that customer.

For any new orders with amounts exceeding the available credit limit, customers will be asked for full payment of the additional amount over their limit prior to shipping.

Customers with past due invoices over 45 days or with an open balance over the established credit limit will be placed on Credit Hold. While on Credit Hold, a customer will not be allowed to process any orders unless payment is made for past due invoices, reducing the open balance and bringing the credit limit to an acceptable amount. Customers can request an increased credit limit by showing consistent growth in purchase volume with admedia for at least 3 consecutive months. A good payment record will merit a higher credit limit.

We reserve the right to re-evaluate and adjust customers' credit limits at any time. If an adjustment occurs, our Accounting Department will contact you via phone or postal service.

admedia does not grant terms longer than 30 days. 1.5% finance charge will be added per month to any invoice not paid in 30 days and will be turned over to a collection agency in 60 days.