



Growing your business from the ground up since 1890

PRE-PAYMENT POLICIES AND PROCEDURES

- There is a \$1,000 minimum order required for all accounts without credit terms.
- The Henry F. Michell Co. accepts VISA, MASTER CARD and DISCOVER Credit Cards as payment, as well as checking account information for ACH payments via phone or fax.
- When an order is placed, Michell's will charge the customer's credit card, or debit their bank account for the amount of the product plus 20% for estimated freight and any additional add on costs.
- Product availability is not reserved until payment has been made and the order has been sent to the vendor. The Henry F. Michell Co. is not responsible for any items that have become unavailable due to the delay of payment authorization.
- The Henry F. Michell Co. will invoice the customer for freight, royalty, tags, etc. after our vendor has invoiced us. The current method of payment that we have on file for your account will be used to process any new orders, or balances due unless a new form of payment is given in advance.
- If there is a credit balance on the customer's account after the order is completely billed, the customer may choose to leave it on account for future orders or request a refund. Refunds are issued in the same manner in which the payment was originally made.
- If a credit memo is required for shortages, damages, etc., the customer must contact their sales representative or the Michell's Customer Service Department to initiate a credit request.
- Any questions regarding this policy should be directed to the Michell's Credit Department at (800) 422-4678; Dave x 198 or Amy x 126.

PLEASE ENTER YOUR PAYMENT INFORMATION ON OUR CREDIT APPLICATION

I (We) have read all the foregoing and acknowledge that Henry F. Michell Co, Inc. is authorized to process payments for orders placed and any remaining balance on my account.

Signature _____

Date _____

The Henry F. Michell Company