

BACS Consulting Group, Inc. Payment and Invoicing Policies

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BACS Consulting Group, Inc. Invoice and Payment Policy

Monthly Managed IT Service Payment Options

BACS invoices monthly recurring service charges at or around the 15th day of the month prior to the month of service. Monthly fees can be paid in a few easy ways.

AUTOMATIC PAYMENT:

1. The preferred method for payment is via automatic payment. Automatic payment can be setup via ACH or credit card within our payment portal at <https://bacs.connectboosteronline.com>. Please send a request for access to our portal by emailing accounting@bacsit.com or the “click here” on your first invoice. Payments should be scheduled to take place on or before the stated due date on the invoice. The monthly IT services bill will be consistent every month and any additional services or IT materials will be invoiced separately. For assistance with portal access or autopay configuration, including requesting ACH and/or credit card auto payment authorization forms, please call our accounting department at 650-887-4601 x123.

MAIL:

2. Checks can be mailed directly to BACS upon receipt of invoice. The mailing address is:

BACS Consulting Group, Inc.
1931 Old Middlefield Way
STE B
Mountain View, CA 94043
Attention: Accounts Receivables

Please note that the check should be made out to “**BACS Consulting Group, Inc.**”

ACH OR CREDIT CARD:

3. Please call BACS at 650-887-4601 or log into the BACS’s payment portal to issue an ad-hoc payment either via credit card or ACH. BACS accepts Visa, MasterCard, Discover, and AMEX.

PAYMENT TERMS:

4. Payment terms will be listed on each invoice when issued. Payment should be received by BACS within 7 business days of the stated payment due date. For questions about payment terms please call our accounting department at 650-887-4601 or email jill@bacsit.com.

BACS Consulting Group, Inc. Hardware and Software Payment Policy and Options

BACS offers full service IT procurement services for all managed services clients. If hardware, software, or additional services (3rd party or BACS project labor) is requested, BACS will always send an email quote via our quoting system (QuoteWerks) that requires approval prior to any additional items being purchased. These quotes will be emailed to a predetermined authorized client contact who has approval to authorize additional purchases.

AUTOMATIC PAYMENT:

1. The preferred method for payment is via automatic payment. Automatic payment can be setup via ACH or credit card within our payment portal at <https://bacs.connectboosteronline.com>. Please send a request for access to our portal by emailing accounting@bacsit.com or the “click here” on your first invoice. Supplemental IT charges that are not part of the monthly managed IT services need a separate ACH or credit card auto payment authorization. This authorization needs to state the total amount BACS is authorized to charge or withdraw via ACH per transaction and the total authorization per month. For assistance with portal access or autopay configuration, including requesting ACH and/or credit card auto payment authorization forms please call our accounting department at 650-887-4601 x123 or email accounting@bacsit.com.

MAIL:

2. Checks can be mailed directly to BACS upon receipt of supplemental invoice. The mailing address is:

BACS Consulting Group, Inc.
1931 Old Middlefield Way
STE B
Mountain View, CA 94043
Attention: Accounts Receivables

Please note that the check should be made out to “**BACS Consulting Group, Inc.**” **Because all orders are made on a custom basis, BACS has a strict policy of not ordering any hardware, software or additional services until they are paid in full, in advance. Paying by mail will often delay the procurement process by 5-10 business days.**

ACH OR CREDIT CARD:

3. Call BACS at 650-887-4601 or log into the BACS payment portal to issue an ad-hoc payment either via credit card or ACH. BACS accepts: Visa, MasterCard, Discover, and AMEX

CREDIT TERMS:

4. BACS only offers credit upon completion of a full credit application and upon third party verification and approval. In addition, BACS only offers credit terms based on the following criteria:

- a. **Client must have a BACS monthly recurring service charge of \$5,000 or more a month (\$60,000 a year). No exceptions please.**
- b. Any credit offered will be funded by BACS and will be a strict Net 30 terms. BACS reserves the right to charge the late fee amount listed in the MSA for accounts past due and to shut down IT services for accounts severely past due.
- c. The maximum total credit amount offered for any one client is \$25,000. The actual amount of credit given will be determined by the 3rd party credit company and at BACS discretion. BACS reserves the right to halt the terms account once this amount has been reached.
- d. BACS reserves the right to cancel the terms account at any time and to request payment in full at any time. Upon such a request client agrees to pay the full amount due within 5 business days.
- e. BACS reserves the right to reject a credit application based on 3rd party information or at its own discretion for any reason. BACS reserve the right to not release this information to the client. Client agrees to allow BACS to run a credit report, if required.

Client understands BACS Consulting Group is not a credit institution and any credit terms offered are for the convenience of making IT hardware and software purchases. This is a courtesy offer by BACS and can be terminated at any time, for any reason.

BACS Consulting Group, Inc. recurring invoicing for additional services including software, licenses and cloud services

Monthly or yearly payment options

BACS invoices monthly recurring service charges at or around 30 days prior to when the additional services or licenses expire. BACS invoices yearly services or licenses 30-60 days prior to the day the additional services or licenses expire. Monthly or yearly fees can be paid in a few easy ways.

AUTOMATIC PAYMENT:

1. The preferred method for payment is via automatic payment. Automatic payment can be setup via ACH or credit card within our payment portal at <https://bacs.connectboosteronline.com>. Please send a request for access to our portal by emailing accounting@bacsit.com or the “click here” on your first invoice. Payments NEED to be scheduled to take place at least 2 weeks before the stated due date on the invoice. This is critical as often it can take up to 2 weeks to process a software or license renewal so this prevents interruption of service. If a service is not renewed in time BACS will not be held liable for any service outages due to a late payment. The monthly or yearly additional IT services or licenses often will vary by month or year based on usage, and third-party vendor cost. For assistance with portal access or autopay configuration, including requesting ACH and/or credit card auto payment authorization forms, please call our accounting department at 650-887-4601 x123.

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PAYMENT TERMS:

4. Payment terms will be listed on each invoice when issued. Payment should be received by BACS within 7 business days of the stated payment due date. For questions about payment terms please call our accounting department at 650-887-4601 or email jill@bacsit.com.

