



# Payment Options

## 1. Credit account (purchase orders)

We accept purchase orders (P.O.) from customers with approved accounts. **In order to be considered for credit, a new or active customer must submit a single \$100 order (excluding shipping charges).** The credit application can be submitted with the order, but you must allow 48 hours for processing. You can fax the credit application found in this desk reference to Accounting's credit department (770-844-4213), or, if you are ordering online, you must complete the online credit application along with the order. Orders less than \$100 from customers who have not established credit must be paid using any of our accepted credit cards or via I-check (see details in Option 3).

### Credit account terms

Our credit account terms are Net 30 days. We invoice on the day of shipment. Our shipping terms are FOB Cumming, GA (except where shipped direct from manufacturers) with freight prepaid and added to the invoice. Any applicable LTL freight charges may be added when determined. UPS and FedEx orders can be charged to your own account by supplying your account number when ordering. All accounts are payable in full within 30 days of the date of invoice.

**If your account has been inactive for 18 months or longer, your credit line will need to be reinstated. Please allow two business days to verify credit information.**

You can help us to continue offering our great prices and outstanding technical support by keeping your account balance current. Any account over 30 days past due is subject to interest charges of 1.5 percent per month (18% APR) on the unpaid balance where allowable by law, as well as attorney's fees, court costs, and other costs of collections. In the event a check is returned to us by our bank, a \$25 fee will be added to your account. Credit accounts may be suspended at any time.

Remittance Address:  
Automationdirect.com, Inc.  
P.O. Box 402417  
Atlanta, GA 30384-2417

Please note payments received at our Cumming facility will be converted into an electronic funds transfer. To avoid conversion, please mail all payments to the above remittance address.

## 2. Credit cards

We accept several major credit cards (must be issued through U.S. banks):

- VISA
- MasterCard
- American Express
- Discover

We must approve all credit card orders prior to shipment. Our response can sometimes depend on the credit card verification process, so make sure you have your order in prior to 6 p.m. EST for same-day shipment. (See *Shipping Deadlines* on page TC-6 for complete details on same-day deadlines.) If for some reason there's a problem, we will call or e-mail you to advise you of the problem, which will help minimize delay. Credit card issues on orders placed late in the day may delay your order if we are unable to contact you.

## 3. I-check

I-checks will make payment by drawing directly on funds from a bank account. Supply the sales associate (if ordering by phone) or enter at checkout (if ordering online), your bank routing number, bank account number, check number, and other required information. We will draw the funds directly from your account for the order payment. If you have a pre-approved account, we will ship your order immediately upon receipt, otherwise your order will ship upon receipt of the I-check funds from your bank. You can also pay open invoices online via I-check. Simply choose "My Account", then "Open Invoices/Pay Online" and follow directions.

Note: Information must be entered exactly as it is registered with your bank or a delay may occur. (Existing customers' order will ship the same day. New customers will ship the next day after account information has been verified.)

## 4. Wire transfer

We can also accept wire transfers for larger orders. (Not available for online orders.) Contact our accounting department for details.

## Terms and conditions

Our terms and conditions apply to all orders. We do not accept any deviations from these terms.

## Invoicing options

Invoicing options are e-mail or direct access from your personal "Account Information" on our Web site. Please choose one of these options at the time of your first order. By default, the option is set to "e-mail". Invoices by e-mail are sent in Adobe PDF format. If your e-mail program includes a spam filter that does not accept these types of files, you may want to choose an option other than e-mail to receive invoices. (Please be sure to fill out your Accounts Payable e-mail address in the billing address section of the credit application.)

If you require paper invoices, you must call Accounting and request that service.