

A & E Tax Service, Inc.

Billing Policy

Day 0: Invoice generated, client should have either picked up return, or requested mail by this point.

Day 30: Invoice should be paid in full, or payment plan requested by client.

Day 60: First service charge assessed, calculated from the original invoice date. Client must setup installment plan, if they have not already done so.

Day 90: "Intent to Collect" notice sent to client. Service charges continue to be applied.

Day 120: Client formally sent to collections. Service charge is applied, as well as a \$25.00 collections fee.

Payment Plans:

Balance of \$0-\$500: 3 month repayment period.

Balance of \$501-\$1,000+: 6 month repayment period.

Note: If client misses one payment plan installment, services charges are applied, and a warning is sent. If a second installment is missed, they will be sent a notice of "Intent to Collect." If third installment is missed, they are sent to formal collections (see above).