



Global Office Assistant, LLC Payment Plan Agreement

This Payment Plan Agreement is made and entered into by and between the people identified below in the Payment Plan Agreement. You and Global Office Assistant have entered into a Payment Plan Agreement pertaining to the payment below.

Eligibility and requirements:

1. You agree that Global Office Assistant, LLC will receive the full amount due in _____ equal payments.
2. Future payments will occur between the 1st and 15th of subsequent months.
3. Author can pay by money order, check or credit cards.
4. If credit/debit card is declined or cannot be processed for any reason, a \$25 fee will be assessed on the first occurrence.
5. If credit card declines twice, your site will be canceled and pull from the web. You may pay a \$50 reinstallation fee and the balance in full to have your site up again.
6. If any checks bounced for any reason you will pay a \$35 fee, plus any payments in full.
7. Payments may not be skipped or postponed.
8. There will be a late payment fee of \$25.00 on accounts 14 days past due.
9. If hosting is included and maintenance, it will be added to this payment plan.

This agreement includes hosting for, _____ monthly.

This agreement includes maintenance for, _____ monthly.

Total amount due for web service, \$ _____

Date of Month to charge payments: _____

Payment One: Upon receiving signed Global Office Agreement: \$ _____

Payment Two: \$ _____

Payment Three: \$ _____

Payment Four: \$ _____

Payment Five: \$ _____

Credit Card Information:

___ Visa ___ MasterCard ___ Discover ___ American Express

Name on Card: _____

Card Number: _____

Expiration Date: _____ Signature: _____

Billing Address:

Payment Plan Agreement Signature:

I have read the Payment Plan Agreement. I understand and accept all its terms in full.

On behalf of the CLIENT: _____

Date _____

Title: _____

Address: _____

Social Security/Tax I.D. Number: _____

On behalf of **Global Office Assistant, LLC**



Date: _____

**Fax or Return to page to:
Global Office Assistant, LLC
P.O. Box 82203
Conyers, GA 30013
For Faster Service, Fax: 866-554-8729**

Payment Plan Policy

Payment Terms

Global Office Assistant, LLC payments are invoiced 15 days prior to the due date, invoices are sent via e-mail, snail mail and *also available on the client login at ()*. Therefore, you should have access to a frequently checked e-mail account. If payment is not received by the due date your website will become inaccessible until said invoice is paid in full. A grace period may be provided at the discretion of Global Office Assistant, LLC.

Contract Signing

You must sign a contract upon the completion of the project at which time the following initial payments must be made:

- 30% of the development cost is due upon contract signing; that amount is subtracted from the amount you will be paying over the specified period.
- Your first payment is due at contract signing.

Ownership

Copyright and full ownership of the website or project is owned by Global Office Assistant, LLC until the final payment is made in full. After the final payment the copyright and all ownership rights will revert to the client.

Approval

Global Office Assistant, LLC reserves the right to refuse the payment plan to any client. The payment plan option is available only after approval by Global Office Assistant, LLC and as to the extent of said service.

Payoff

The remaining balance of your contract may be paid at any time. The payoff amount will be available by a written or e-mail request.

Past Due & Late Payment on Website Development: ***All past due account over 14 days are subjected to a late fee of \$25.*** Accounts over 14 days will be automatically suspended and deactivated, and *will be reported to a collection agency for billing and reporting to all national credit reporting agencies. To activate a terminated account will be an activation fee of \$25.00.*

Hosting

If we provide hosting services, at the end of your contract you will continue to be billed the hosting fee on a monthly, quarterly or yearly basis. During the life of the contract you are not allowed to change your hosting provider, after this time you may change your hosting provider if you so desire.