

PAYMENT TERMS POLICY

Effective Date: 2025-05-31

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Version: v4.5

POLICY CONTENT

1. STANDARD PAYMENT TERMS

- Net 30 for standard customers
- Net 15 for preferred customers
- Net 45 for large enterprise customers

2. LATE PAYMENT PROCEDURES

- 5% late fee after 5 days
- Account review after 30 days
- Collection process after 60 days

3. PAYMENT METHODS

- Bank transfer
- Credit card (2% fee)
- Direct debit