Payments Policy - Version 1

## 1. Purpose

This document outlines the policy for payments handled by our organization.

## 2. Policy Summary

We aim to ensure all payments are processed efficiently. Contact support@company.com for issues or clarifications.

## 3. Payment Processing

Payments by credit card are processed immediately.

Credit card transactions are verified and completed instantly.

## 4. Payment Processing

Bank transfers require a valid account number and take 3 business days.

Valid account details must be provided to avoid delays.

## 5. Payment Methods

Payments via cheque must clear before order fulfillment.

Cheque clearance ensures funds are available for processing.

## 6. Payment Rules

Refunds for payments made by bank transfer require a nominated bank account.

A valid bank account is needed for refund processing.

All payment disputes must be reported within 7 days.

Timely reporting ensures quick resolution of payment issues.

## 7. Summary

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| --- | --- | --- |
| Condition Type | Details | Explanation |
| Payments | Payments by credit card are processed immediately. | Credit card transactions are verified and completed instantly. |
| Payments | Bank transfers require a valid account number and take 3 business days. | Valid account details must be provided to avoid delays. |
| Payments | Payments via cheque must clear before order fulfillment. | Cheque clearance ensures funds are available for processing. |
| Payments | Refunds for payments made by bank transfer require a nominated bank account. | A valid bank account is needed for refund processing. |
| Payments | All payment disputes must be reported within 7 days. | Timely reporting ensures quick resolution of payment issues. |

## 8. Contact

For queries, email support@company.com or call 0800-123-456 during business hours (9 AM - 5 PM, Monday to Friday).