Payments Policy - Version 4

## 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

All payments must include a transaction reference number.

This ensures accurate tracking of each payment.

## 4. Payment Processing

Payments via mobile wallet are processed within 2 hours.

Mobile wallet transactions use real-time verification.

## 5. Payment Methods

Split payments are allowed with a 1.5% surcharge.

Surcharge covers additional processing for split transactions.

## 6. Payment Rules

Payments exceeding $500 require two-factor authentication.

Security is enhanced for large transactions.

Payment failures trigger an automatic retry after 24 hours.

Retries ensure payment completion without manual intervention.

## 7. Summary

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| --- | --- | --- |
| Condition Type | Details | Explanation |
| Payments | All payments must include a transaction reference number. | This ensures accurate tracking of each payment. |
| Payments | Payments via mobile wallet are processed within 2 hours. | Mobile wallet transactions use real-time verification. |
| Payments | Split payments are allowed with a 1.5% surcharge. | Surcharge covers additional processing for split transactions. |
| Payments | Payments exceeding $500 require two-factor authentication. | Security is enhanced for large transactions. |
| Payments | Payment failures trigger an automatic retry after 24 hours. | Retries ensure payment completion without manual intervention. |

## 8. Contact

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