Payments Policy - Version 5

## 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 by cryptocurrency are accepted with a 3% fee.

Cryptocurrency payments are converted to local currency.

## 5. Payment Methods

Recurring payments require annual renewal approval.

Approval prevents unauthorized recurring charges.

## 6. Payment Rules

Payments made during holidays are delayed by 1 day.

Delays account for reduced banking operations.

Payment disputes can be escalated to a supervisor.

Escalation provides a higher level of review.

## 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 by cryptocurrency are accepted with a 3% fee. | Cryptocurrency payments are converted to local currency. |
| Payments | Recurring payments require annual renewal approval. | Approval prevents unauthorized recurring charges. |
| Payments | Payments made during holidays are delayed by 1 day. | Delays account for reduced banking operations. |
| Payments | Payment disputes can be escalated to a supervisor. | Escalation provides a higher level of review. |

## 8. Contact

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