Payments Policy - Version 9

## 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 installment plans require credit approval.

Approval assesses customer creditworthiness.

## 5. Payment Methods

Emergency payments are processed within 30 minutes.

Fast processing supports urgent needs.

## 6. Payment Rules

Payments made in foreign currency incur a 2% conversion fee.

Fee covers currency exchange costs.

Payment records are archived for 5 years.

Archiving complies with regulatory requirements.

## 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 installment plans require credit approval. | Approval assesses customer creditworthiness. |
| Payments | Emergency payments are processed within 30 minutes. | Fast processing supports urgent needs. |
| Payments | Payments made in foreign currency incur a 2% conversion fee. | Fee covers currency exchange costs. |
| Payments | Payment records are archived for 5 years. | Archiving complies with regulatory requirements. |

## 8. Contact

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