

Post Delivery Payment Terms Agreement Form

Customer Information:

- **Customer Name:** _____
- **Company/Organization (if applicable):** _____
- **Phone Number:** _____
- **Email Address:** _____

Order Details (Optional - for reference):

- **Order Number(s) (if known):** _____
- **Brief Description of Services/Products:** _____

Payment Terms and Conditions:

By signing below, I, the undersigned customer, acknowledge and agree to the following payment terms with Right Hand Print:

1. **Standard Payment Due Date:** Unless a separate written payment agreement has been made and signed by both parties, **all invoices for services and products rendered by Right Hand Print are due and payable in full within thirty (30) calendar days from the invoice date.**
2. **Late Payment Fee:** I understand that any invoice not paid within the thirty (30) day term will be considered past due. **A late payment fee equivalent to twenty-five percent (25%) of the outstanding balance will be applied to the unpaid amount on the 31st day following the invoice date.** This fee will continue to be applied **every subsequent thirty (30) calendar days** that the balance remains unpaid.
3. **Collection Costs:** I agree that if legal action or a collection agency becomes necessary to collect any unpaid balance, I will be responsible for all costs associated with such collection efforts, including, but not limited to, attorney's fees, court costs, and collection agency fees.

4. **Suspension of Services:** I understand that Right Hand Print reserves the right to suspend or cease further services or production on any outstanding orders until all past due balances, including late fees, are paid in full.
5. **Separate Agreements:** I acknowledge that any deviation from these standard payment terms requires a separate, written agreement signed by both Right Hand Print and myself.

I have read and understand the terms of this agreement and voluntarily agree to its provisions.

Customer Signature: _____

Printed Name: _____

Date: _____

For internal use by Right Hand Print:

- **Received By:** _____
- **Date:** _____