

## Payment Terms Agreement

### Customer Information:

- **Customer Name:**

\_\_\_\_\_

- **Company/Organization (if applicable):**

\_\_\_\_\_

- **Phone Number:** \_\_\_\_\_

- **Email Address:** \_\_\_\_\_

### Payment Agreement:

By signing below, I, the undersigned customer, acknowledge and agree to the following payment terms for all services and products provided by Right Hand Print:

1. **Prepayment Required:** All orders require **full prepayment** before any work begins, production starts, or goods are ordered, unless a separate, written payment agreement (such as an approved credit account or specific deposit arrangement) is explicitly in place and signed by both the customer and an authorized representative of The Right Hand Print.
2. **Payment Due Upon Receipt:** For any orders where prepayment is not required due to a separate agreement, payment is **due upon receipt** of the invoice.
3. **Late Payment Fee:** Any invoice not paid within **30 days** of its original due date will be considered past due. A **late payment fee of 25%** of the outstanding balance will be applied to the invoice balance every 30 days thereafter until the full amount, including all accumulated fees, is paid. For example, if an invoice is 30 days past due, a 25% fee is added. If it remains unpaid for another 30 days (60 days total past due), another 25% fee is added to the new, increased balance.
4. **Collection Costs:** I understand that if legal action or collection efforts become necessary to recover outstanding balances, I will be responsible for all costs incurred by Right Hand Print, including but not limited to, collection agency fees, attorney fees, and court costs.
5. **Suspension of Services:** Right Hand Print reserves the right to suspend or discontinue any ongoing services or future orders for accounts with past due balances until all outstanding amounts and associated fees are paid in full.

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:** \_\_\_\_\_