

# Horizon<sup>TM</sup>

Spa & Pool Parts, Inc.

Dear Valued Customer,

"Check by Fax" is a simple, easy way to keep your records correct and up to date. It is not an extension of credit.

Here is an outline of how it works:

1. Your order is placed with us.
2. We ship your order and send you an electronic invoice.

The terms "Check by Fax" require that you fax your payment to us within twenty-four (24) hours of receiving our invoice, not your package.

When you receive the invoice please attach your check for the total amount of associated invoice(s) and fax the copy back to us. We will re-create a copy of the check you faxed to us for deposit to the bank.  
(You keep the original for your records)

Your check is due within one (1) day after you receive your invoice(s).

After three (3) days, your account is considered past due and you will receive a reminder phone call.

After six (6) days, your account will be placed on purchase hold. You will receive a fax, email or phone call reminding you that your invoice is due and the status of your account.

After twelve (12) days your account will be sent to a collection agency.

If you are having trouble getting your check to us, please call our office so your credit is not affected.

You may also choose to have your payment Auto Debited from your account. You will need to fax a check to us one (1) time, and authorize us to keep your account number on file. This also gives us the authorization to debit your account for each invoice within one (1) business day of shipment of your order.

We also have Net 30 terms. If you would like to apply for Net 30 terms feel free to contact the accounting office so we can assist you with the application process. An application may also be submitted online at [www.horizonparts.net](http://www.horizonparts.net).

Please sign and date below ensuring that you have read and understand the terms.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accounting Fax Number

\_\_\_\_\_  
Accounting Email Address

**Accounting Dept**

Toll free Phone: 888-833-5882

Toll free Fax: 866-388-3413

\_\_\_\_\_  
**Customer Name**

\_\_\_\_\_  
**Account #**

[www.horizonparts.net](http://www.horizonparts.net)  
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