



At BioScience Writers, we understand that each client may have a preferred payment method that is most convenient, and we offer a wide range of payment methods to accommodate those needs. In addition, many institutions have policies and procedures for submitting invoices for payment that our clients must adhere to. Again, we attempt to address this by offering a wide range of payment methods.

Because BioScience Writers cannot know the invoice submission requirements for every institution, it is the sole responsibility of the person who submits a service request to BioScience Writers to meet the requirements for invoice submission at their institution. If an institution fails to pay our invoice in the designated timeframe, it is the client's responsibility to pay for the services we provide.

By requesting the use of our services, you agree to meet this payment responsibility using one of the available payment methods. You also agree to inform us of the method of payment you intend to use at the time your order is submitted. This allows us to perform the actions required for prompt payment. Failure to provide the correct information may result in an additional administrative charge to your invoice.

#### **We accept the following payment methods:**

##### **Checks**

We accept most forms of personal, certified, or bank check except American Express and Mega International Bank. However, if the check is returned to us because of insufficient funds, or for any other reason, you agree to pay a \$25 processing fee, in addition to any bank charges incurred by this return. We retain the right to stop accepting this form of payment in the event your account status is considered "High Risk", due to the return of a check, or for any other reason at our discretion. Make checks payable to BioScience Writers, LLC, and mail them to 8418 Bluegate St., Houston, TX 77025.

##### **Company Purchase Orders**

We accept institutional or company purchase orders, in most cases. Some institutions require that purchase orders are submitted prior to the purchase of goods or services. Because our services are provided in advance of payment, we cannot guarantee that this requirement will be met. It is your responsibility to meet the specific requirements of your institution.

If your institution requires the inclusion of a purchase order number on our invoice, you must provide us with the number prior to the return of your documents and our invoice. If your institution refuses to pay your invoice for any reason, it is your responsibility to find another acceptable mechanism to pay off the balance of your account.

You are responsible for submitting our invoice for payment at your institution according to your institution's requirements for purchase order payments.

We do not accept purchase order payments that require the filing of quarterly sales taxes in that state. We are registered with and reside in the State of Texas. The State of Texas does not require us to pay sales tax.

##### **Credit Cards**

We accept credit card payment using Visa, Master Card, and American Express. You can fax your credit card information to our secure fax server at 713-664-4597 using the fax form provided upon submission of your first request for service. Only authorized personnel are allowed access to this dedicated fax, and a security code is required to print out all received transmissions. Alternatively, you can call our operations department at 832-517-3001 and provide your card information over the telephone. DO NOT email your credit card information to us. You can also pay by credit card using our secure online payment mechanism, which utilizes Authorize.net processing services. We accept Discover Card for payment but you must use the PayPal payment method as outlined below. By using this payment method you agree to abide by the rules and regulations of your card provider, that you are authorized to use the card you provided, as well as any applicable governing laws.

##### **EFT / Wire Transfer**

We accept wire transfers, otherwise known as Electronic Funds Transfers (EFT) but, when using this payment method, the following special requirements must be met. 1) This method of payment must be selected before your order has been completed and our invoice is returned to you. This is because bank charges incurred when using this payment mechanism require an additional fee of 25 U.S. dollars, which will be added to your invoice. 2) You must include your BioScience Writers Invoice number in your transfer description so that we can identify the source of the payment. 3) You must notify us at the time the transaction is initiated so that we can watch for the incoming payment. If you do not comply with these requirements your account may not be credited with your payment. When this method of payment is selected, our bank transfer details will automatically be included on the invoice. Use this bank information to perform the transfer.

##### **Electronic Direct Deposit**

This method of payment can be used if your institution requires that payments be made to established vendors. Since this method of payment requires additional effort on the part of both BioScience Writers and the institutional accounts payable department, it should only be used when absolutely required. We must be provided with the appropriate direct deposit forms by your institution in a timely manner in order to avoid the addition of late penalties to your account. Your institution must include the order number in the description of any deposit so that we can determine the source of the payment. Failure to comply with these requirements may result in your account not being credited.

##### **Master Account**

Some institutions have established programs designed to assist their faculty publishing efforts by providing financial assistance with our editing services. We are proud to offer our Master Account as a way for institutions to accurately control and track these funds. This program allows the institution to make an account deposit that will be used for full or partial payment of any authorized submissions. At the time of the deposit, the institution is provided with a set of single use authorization codes equal to the value of the deposit. The institution administrator can issue these authorization codes to faculty for use at the time of submission. Once the order is completed, the authorization code is used to deduct the agreed upon amount from the Master Account. We offer discounts to users of this program. Please contact us at editors-2013@biosciencewriters.com or 832-517-3001 for more information on this program.

##### **Money Order**

We accept payment using any type of money order except American Express and Mega International Bank. Make money orders payable to BioScience Writers, LLC, and mail to 8418 Bluegate St., Houston, TX 77025.

##### **PayPal**

BioScience Writers, LLC is a PayPal verified merchant. When you use PayPal to make a payment, we receive an email from PayPal informing us of the payment and we credit your account accordingly. This payment method provides an extra layer of security, and allows multiple forms of payment (i.e. bank withdrawal, credit card, etc.). We accept Discover card payments exclusively through the PayPal system. Although having a PayPal account makes your transactions easier, you can use PayPal to make a credit card payment even if you do not have a PayPal account. You can access PayPal using a link on our web site.