



Account Procedures & Guidelines

PLEASE KEEP THIS FOR YOUR FILES

Active Nature wishes to thank their many wonderful clients. To make our arrangement fair to everyone we have updated our account procedures. Please read carefully.

1. Active Nature accepts payment by either major credit card or by company check on 30 day terms. Active Nature accepts Amex, Mastercard, Visa
2. If client is past due after 30 days, a \$15 late fee is added to the invoice. If invoice is for web hosting, client receives notification that service will be cut-off after 60 days if payment is not received. Client at this time is requested to provide payment in full or contact Active Nature's office immediately.
3. If Active Nature does not receive payment after 60 days, service is cut off, meaning that client's Web site will no longer be visible to the public. In order to reinstate service, a set-up charge of \$40.00 will be due. Credit cards will be recommended.
4. If client does not contact Active Nature after service is cut-off Active Nature will assume that client does not wish to reinstate their account. Active Nature will then send client a final account closing letter and statement.
5. If client goes past 60 days more than once, to reinstate account the client must pay another \$40 and put all future charges on credit card.
6. A \$35 service fee will be due for all checks issued that are drawn on a bank account with insufficient funds. Client's account status would resume as if no check was received at all.