

## Q. What do I need to know about payment policy?

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**A.** For most orders, payment is due upon receipt of goods.

Mailings must be paid in advance, before we release them to the Post Office. We recommend making payment three days prior to Post Office release to ensure expediency.

Apparel and promotional products require a 50% payment at time of order and 50% upon receipt of goods.

We accept MasterCard, American Express, Visa, cash, personal or business checks.

Pricing assumes a 2% discount for cash or checks. Credit card purchases are not eligible for cash discounts and the 2% will be added back to your invoice.

To apply for an account, please contact us.

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