

COTTAGE GROVE CHAMBER OF COMMERCE BILLING POLICY

MEMBERSHIP PAYMENT OPTIONS

In an effort to offer flexibility to our members we have two payment options available. Depending on the time of year you join, your dues may be pro-rated to fit the option chosen. The options are for your dues to be billed:

1. Annually on January 1 **OR** Annually on July 1
2. Semi-annually (January 1 and July 1)

TERMS

Chamber memberships are automatically renewed annually unless terminated in writing by either party. All accounts, regardless of the payment option chosen, are set up for payment within 15 days of the invoice date (net 15 days)

DISCOUNT

A 3% discount will be offered to members who choose the annual payment option. The discount will be awarded each year upon renewal after the first year of membership provided payment is received in within 15 days of the invoice date. Otherwise, no discount is awarded.

PAST DUE ACCOUNTS

Invoices for membership dues are sent in accordance with the payment option chosen. Payment for all other services rendered is "Due upon Receipt" of the invoice. Below are the guidelines for all past due accounts (at the discretion of the chamber).

1. If payment or payment arrangements have not been made within 30 days of the first invoice, a 1st reminder will be sent.
2. If payment or payment arrangements have not been made within 60 days of the first invoice, a 2nd reminder will be sent.
3. If payment or payment arrangements have not been made within 90 days of the first invoice, you will be notified in writing that your membership has been terminated.

As the Chamber is supported only in part by the financial investment of its members, payment of member dues is vital. We feel the payment options available allow our members to support the Chamber by giving the choice of a payment method that works best for you.