

Top Cats & Associates
116 Bisson Woods Rd.
Lexington, GA 30648

Billing Policy as of September 2007

Hosting and Domain Name Renewal for Domain Names that are bought on your behalf:

Hosting will be billed on an annual basis on the first day of the month the Domain Name expires for the period beginning on the first day of the month in which the Domain Name expires to the last day of the previous month.

Hosting without Domain Name renewal:

It is the client's responsibility to renew the Domain Name before it expires. Hosting will be billed on an annual basis beginning with the first day of the month that Hosting was originally set up to the last day of the previous month.

Terms:

Invoices and/or statements are due 15 days from the date of the invoice or statement. Invoices or statements over one (1) month past due will be assessed a 10% past due charge each month the invoice or statement remains past due.

Important Information:

The Hosting and Domain Names are renewed each year by Top Cats & Associates on your behalf as a service to you. It is imperative to make timely payments for this service. All other work, whether by contract or verbal approval is not billed until such work is completed and accepted by the client. At this time, timely payment of all work done is expected.

Failure to pay for Hosting and/or Domain Name renewal for a period of two consecutive months:

Your web site will be disabled and a fee of \$50 will be collected **in advance** to enable your web site. Additionally a late fee as outlined above will be assessed against any monies due on your account.