

Terms and Conditions

For Billing Inquiries

Please contact WKFS Customer Support at the contact information listed on the front of the invoice. Reference your customer number and/or invoice number when contacting us so that we are better able to assist you.

Terms Complete

The terms described in your agreement and this invoice comprise all of the payment terms between the customer named on the reverse side ("Customer") and Wolters Kluwer Financial Services, Inc. or its affiliated companies ("WKFS"). Title to property and all risk of ownership is transferred upon shipment. No representations by a sales representative or other person have any effect unless in writing and approved by a WKFS authorized representative.

Acceptance

No sales orders are accepted by WKFS until the sales order is physically received and processed at WKFS corporate headquarters in St. Cloud, Minnesota.

Cancellation Policy

Written notice is required to be received prior to the renewal date of the current term or subscription period in order to receive credit. Cancellations received after the notice period will be due and payable at the full invoiced amount. Written notice should be sent to Customer Support at the contact information listed on the front of the invoice.

For your specific cancellation terms please refer to your master license and services agreement or contact WKFS Contract Administration at (800)397-2341 extension 1126563 or by email at contractadmin@wolterskluwer.com to obtain a copy.

Payment Methods

WKFS accepts payments made by check, direct debit (ACH), fed wire, and credit card.

Failure to Pay Terms

In the event any invoice remains unpaid by the Customer forty-five (45) days after it is due, WKFS, at its sole option, may suspend its work on, or delivery of, the WKFS deliverables, and/or suspend Customer's access to and use of WKFS deliverables.

WKFS reserves the right to modify all payment terms and conditions. You are encouraged to review these terms and conditions from time to time. Any modifications shall be effective when issued and shall apply to agreements commenced following the publication of any such modification.

Address and Contact Name Corrections

WKFS values the accuracy of our customer records and pertinent information. If the invoice information is not correct, please contact Customer Support. You may also complete the address correction section at the bottom of this invoice and return it with your payment to: WKFS, 33082 Collection Center Drive, Chicago, IL 60693-0330

Revised October 1, 2012

CONFIDENTIAL

Customer Number: _____	Company Name: _____
Attn Name: _____	Address: _____
Attn Name Email: _____	City, State, Zip: _____
Attn Name Phone number: _____	Title: _____
Authorized by (Print Name): _____	Authorized signature: _____