

## Payment Options

\_\_\_\_\_ I (we) authorize The TOVA Company, to automatically charge my (our) credit card for charges I incur with my T.O.V.A.. I understand the monthly amounts may vary based upon my orders. I may cancel this at any time by contacting The TOVA Company.

\_\_\_\_\_ I (we) authorize The TOVA Company, to automatically charge my credit card for the following invoice only: # \_\_\_\_\_

T.O.V.A. Serial #: \_\_\_\_\_

Visa       MasterCard       Discover Card       American Express       Pay Pal: Account ID: \_\_\_\_\_

Card Holder Name (as it appears on the card): \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: MO \_\_\_\_ YR \_\_\_\_

Card Verification Number (3 digit number off back of card or 4 digit number printed on the front of the card, after, and to the right of the card number): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### Terms and Conditions

Please make your check or money order payable to **THE TOVA COMPANY**. We accept U.S. dollars only. Do not send cash. To ensure proper crediting of your account, include the top portion of the invoice or statement with your payment and write your T.O.V.A. serial number on your check or money order.

Payments, credits, or charges incurred after the *issue date* will be included in the next billing cycle. T.O.V.A. test interpretation credits ordered during any one-month's time period will be billed the following month.

If you have any questions about prices, fees or other issues, please call **1-800-729-2886** or 1-562-594-7700. Our hours are Monday through Friday, 8:30am to 5:00pm Pacific Standard Time.

### Fees

The amount due must be paid in full each month. We are not responsible for any fees, moneys taken, or currency exchange shortages before payments are received.

If your payment is not received on or before the due date indicated on your invoice you may be charged a late fee on your next statement. Service may be inactivated for non-payment. Any past due amounts must be paid before service will be reactivated.

### Returned Checks

There may be an additional charge for returned checks. Service may be interrupted or inactivated for non-payment. Any past due amounts must be paid before service will be reactivated.

Mail correspondence to:

The TOVA Company  
Accounts Receivable  
3321 Cerritos Ave.  
Los Alamitos, CA 90720

Bank Information:

Bank Name:	US BANK
Banker Branch:	US BANK WASHINGTON SEATTLE, WA
Sort Code / IBAN No./ SWIFT CODE:	USBKUS44IMT
Account Number:	Contact The TOVA Company
ABA Routing Number:	Contact The TOVA Company

### Bank Check/Wire Notification

Senders are responsible for any fees, deductions, or currency exchange shortages that may be removed from payments before they are received by The TOVA Company. Please specify to your bank or institution to state/write "**ALL CHARGES OURS**" or "**NO CHARGES FOR BENEFICIARY**" (written in English and *YOUR* language if different) in your sending instructions.

### Errors or Questions About Your Statement

If you think your statement is incorrect or if you need more information about an item on your statement, please contact us at: Email: info@tovatest.com or fax: 1-800-452-6919 or 1-562-594-7770 or Phone: 1-800-729-2886 or 1-562-594-7700.

Remember to reference your T.O.V.A. serial number & invoices on all correspondence.

### Address Changes/Ownership Changes

Please inform us of any changes to your name, address or phone number as soon as possible. Transfers of ownerships must be received in writing. Any past due amounts must be paid before ownership can be transferred.