



INVOICE PROCEDURE

- A shipping invoice is enclosed in each shipment.
- Upon receiving the completed case(s), please check for any discrepancies between the shipment and the invoice. If there are any questions please contact us within 3 days of receipt.
- Please note that noble alloys will be charged by actual weight and shown separately on our invoice.
- Alloy pricing will fluctuate according to market rates. Please call our office for current rates.

PAYMENT TERMS

At the beginning of each month, we will send you a statement for the previous month. The balance is due on the 15th of the month. For maximum convenience, we offer several payment options to those Kelly Dental Lab account holders with valid credit card numbers on file:

1. **AUTO CHARGE:** Per your approval, your account balance will automatically be charged to the card on file as your preferences indicate (the 1st or the 15th). The convenience of this option allows you to easily manage your account with no additional effort or paperwork.
2. **CALL-IN CHARGE:** Call or email to authorize a charge to the card on file (or provide a new card number if one is not on file) on or before the 15th of each month.
3. **PAY BY CHECK:** Send in a check for the balance of the previous month by the 15th of the next month.

A finance charge will be added to all accounts on payments not received by the due date. A \$35 charge will be assessed to accounts with returned checks.