

## Payment Policy

Effective January 10th, 2020

### Overview

Velvet and Ashe, LLC manages invoices via WAVE and Wix Invoices. All billing invoices will be electronically delivered.

### Accepted Payment Methods

Payments **\$5000 and under** are accepted via:

- Electronic payment on your invoice
- Zelle through online banking, banking app, or [Zelle app](#) on Google Play or iTunes. Transfer money to [accounting@velvetandashe.com](mailto:accounting@velvetandashe.com). Make sure your invoice number is included in the memo/notes section. Find out more about Zelle [here](#).
- The PayPal option on your invoice
- PayPal: [paypal.me/VelvetandAsheLLC](https://paypal.me/VelvetandAsheLLC). Make sure your invoice number is included in the memo/notes section.
- Wire & Electronic Check: If you prefer to process a wire or electronic check payment please contact [cs@velvetandashe.com](mailto:cs@velvetandashe.com) to receive additional routing information. *Additional processing fees may apply.*
- Checks can be made payable and mailed to:  
Velvet and Ashe LLC  
313 South Greene Street, Suite 205  
Greensboro, NC 27401  
*Note: please include your invoice number on the memo line of your check.  
Checks must be received by your due date to avoid late payment fees*
- Checks and cash are accepted in person at 313 South Greene Street; Suite 205; Greensboro, NC 27401. Only checks can be given directly to your consultant. Cash has to be paid at our Greene Street location.

Payments **over \$5000** are accepted via:

- Zelle through online banking, banking app, or [Zelle app](#) on Google Play or iTunes. Transfer money to [accounting@velvetandashe.com](mailto:accounting@velvetandashe.com). Make sure your invoice number is included in the memo/notes section. Find out more about Zelle [here](#).
- Wire & Electronic Check: If you prefer to process a wire or electronic check payment please contact [cs@velvetandashe.com](mailto:cs@velvetandashe.com) to receive additional routing information. *Additional processing fees may apply.*
- Checks can be made payable and mailed to:  
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**Payment Terms and Due Dates**

- Payments are due on the due date presented on your invoice. Payments received after the due date will assess a 5% late payment fee.
- Applicable taxes will be added to invoices
- Rush payments processed for services or products for projects will assess a 10% rush fee
- Electronic receipts will be provided for all payments. Consultants do not provide receipts for payments.

**Questions:**

If you have any questions, please contact:

Customer Service:

Phone: 336-967-8005 ext: 101

Email: [cs@velvetandashe.com](mailto:cs@velvetandashe.com)