

Prepayment Policy

This document summarizes the general payment policy and procedures for MailSouth, Inc. For actual due dates, please refer to the due dates on your program planner, or contact your sales representative.

Your business is important to us and you are a valued customer. It is our desire that you fully understand the necessity of our prepayment policy to avoid any possible conflicts or confusion due to non-payment.

All MailSouth clients who order shared mail services will be required to prepay for all services. Orders will not be processed unless the applicable payment has been received by the date indicated on the invoice in accordance with the standard prepayment policy.

Failure to adhere to these policies could cause a scheduled mailing to cancel. There may not be any prior notification of a cancelled mailing.

Again, payment due dates are indicated on your invoice. A payment schedule for all in-home dates is on the program planner.

MailSouth will accept checks, Mastercard, Visa, or American Express for payments of accounts.

Why Prepayment?

The United States Postal Service does not extend credit. Therefore, like any other individual or organization, MailSouth is required to prepay postage for its monthly mailings. In fact, the production process of a shared mail program requires MailSouth to begin placing the circulars and necessary postage into the postal stream as early as two weeks prior to the in-home date.

It is very important that MailSouth receive prepayment per the program planner (two weeks prior to in-home date) to avoid any possibility of delayed mail delivery.