

TO PROGRAMMER - (put this as a hyperlink in the page that opens when clients log in). (hyper link payment acceptance form to [Pre-Authorized Payment Plan Enrollment Form](#)).

Pre-authorized Payment Plan

What will the deduction amount be?

The deduction amount will be dependent on the price quoted for your property. This price is shown for monthly lawn service and snow removal in your statement; please note spring and fall clean up amounts could vary. A separate statement will be mailed out for these services.

How will my bank account be charged?

Each month, Green Meadows will advise your bank or financial institution of your payment requirement. Green Meadows does not charge for this service; however, your bank or financial institution may make a charge for your withdrawal(s), depending on the type of account you have.

On what date will the Pre-Authorized Payment amount be deducted from my bank account?

All Regular Weekly Lawn Maintenance payments will be deducted on the first of each month from May through October. Payments for all other services will be deducted on the Payment Due Date.

What if I switch bank accounts, change branches or move to a different bank?

Please notify Green Meadows office by phone at least three weeks in advance to arrange a New Agreement, so that your payments can continue.

If I sign up for the Pre-Authorized Payment Plan, can I stop a payment?

Yes, you can instruct your bank to stop payment BEFORE the deduction goes through your account. You MUST ADVISE Green Meadows at least three weeks in advance of the Payment Due Date that it has stopped in order for us to remove your payment deduction information from the data we pass to the bank. Once your payment deduction has been removed from the Plan, it will be necessary to Re-apply for the Pre-Authorized Payment Plan. PLEASE REMEMBER THAT IF A PAYMENT DEDUCTION IS NOT HONoured BY YOUR BANK, AND YOU HAVE NOT NOTIFIED US THREE WEEKS IN ADVANCE, A

\$20.00 SERVICE CHARGE WILL BE APPLIED TO YOUR ACCOUNT. Please remember to make your payment by cheque if you stop a payment, late payments could result in a penalty.

What if I decide to discontinue the Pre-Authorized Payment Plan?

You can terminate the Pre-Authorized Payment Plan by phone. The bank CANNOT remove the authorization. Please remember to make payments by cheque if you decide to discontinue using the Plan. Late payments could result in a penalty.

How do I/we arrange for the Pre-Authorized Payment Plan?

Complete the [Pre-Authorized Payment Plan Enrollment Form](#) and return to Green Meadows with a SAMPLE cheque marked "VOID". If you do not have a form, one can be sent to you by contacting our office.

For further information, please call Green Meadows at 647-830-5695.

Payment Acceptance Form

I authorize Green Meadows Landscape Management to debit my chequing account on the due date for the payment of my invoice.

This authorization is valid for all invoices relating to my account. I agree to notify Green Meadows immediately of any changes to my chequing account.

Name: _____ Address: _____

Signature

Date

For joint accounts where more than one signature is required on cheques, please have all account holders' sign.

Financial Institution _____

Chequing Acct. # _____

I am currently enrolled in the pre-authorized payment plan.

- 1. Any returned payments will be subject to an administrative fee of \$20.00.
- 2. Non-sufficient funds (NSF) payments will be represented by Green Meadows' bank for a second withdrawal attempt within seven (7) business days of the date the first attempt is returned from the client's bank to Green Meadows' bank.
- 3. If you wish to change your payment options at any time please notify our office.

I authorize Green Meadows to debit my VISA or MasterCard on the due date for the payment of my invoice. This authorization is valid for all invoices relating to my account. I agree to notify Green Meadows immediately of any changes to my credit card information.

Name: _____ Address: _____

Signature

Date

VISA or MasterCard # _____ Expiry ____ / ____

- 1. Any declined transactions will be subject to an administrative fee of \$20.00.
- 2. If your transaction is declined, Green Meadows will make a second attempt to process payment after 5 business days. Any payments declined for a second time will be subject to a 9% interest charge.
- 3. If you wish to change your payment options at any time please notify our office.

Please enclose post-dated cheques payable to Green Meadows Landscape Management for the months of service and sign the confirmation form on the reverse side of this page. Please date all cheques the first day of each month. If you have confirmed a lawn aeration or grass clipping removal, enclose a current receipt of invoice. Spring and fall clean ups are invoiced upon completion and payment is due upon receipt of invoice.