



PAYMENT PLAN AGREEMENT

This Payment Plan Agreement (the "Agreement") is made and entered into by and between the person identified below in the Payment Plan Agreement Sign-off Section ("you") and AuthorHouse ("we" or "us"). The parties acknowledge and agree that this Agreement becomes part of the Terms and Conditions with respect to the Work, whose title is referenced in the Sign-off Section of this Agreement, to which we have agreed to perform Services including distributing the Work and/or performance of other Services as instructed by you. Capitalized Terms not defined in this Agreement will have the meaning ascribed to such terms in the Terms and Conditions unless the context dictates otherwise.

1. The amount due for the services associated with this agreement plus a \$30 non-refundable processing fee added to the first payment (Payment Date 1) will be billed to you in three equal payments as outlined below. If a refund is requested the amount refunded to you will be reduced by the \$30 non-refundable processing fee.
2. The first payment will be processed at the time of the order (Payment Date 1). The second payment will be processed one month from the date of Payment Date 1. The third payment will be processed two months from the date of Payment Date 1. If second or third payment fall on a calendar date that is not in that month the payment will be processed on the first day of the subsequent month, i.e. Payment Date 1 is January 31, the second payment would be due March 1st.
3. Payment dates may not be changed or skipped.
4. **THE ONLY ACCEPTABLE FORM OF PAYMENT IS CREDIT CARD OR DEBIT CARD (CREDIT CHARGE). PLEASE, DO NOT SEND CHECKS FOR PAYMENT.**
5. In the event that the Credit Charge is declined for any reason you will be assessed a \$30 non-refundable service fee. You will be notified by email and will have seven business days to contact ASI Payment Plans toll free at (888)519-5121 x5030 or emailing paymentplans@authorsolutions.com to set up an alternative method of payment. If you do not respond within seven business days, services related to this Agreement will be suspended. To reactivate services you will be charged a non-refundable service fee of \$30 and must pay any outstanding payments and fees at this time.
6. **WE ARE NOT RESPONSIBLE FOR ANY FEES THAT YOU MAY INCUR DUE TO NON-SUFFICIENT FUNDS AT THE TIME THE CREDIT CHARGE OCCURS.**
7. **WE RESERVE THE RIGHT TO DELAY PERFORMANCE OF SERVICES RELATED TO THIS AGREEMENT OR TO DELAY DELIVERY OF FINAL SERVICES RELATED TO THIS AGREEMENT UNTIL ALL AMOUNTS DUE ARE PAID.**

Payment Information:

Total Amount Due: \$ _____

Payment #	Monthly Payment Date	Payment Amount:
One	_____	\$ _____ (monthly pay + \$30)
Two	_____	\$ _____
Three	_____	\$ _____

Credit Card Information: _____ Visa _____ MasterCard _____ Discover _____ American Express

Name on Card: _____

Card Number: _____ Security Code: _____

Expiration Date: _____

Billing Address: _____

Email: _____

*CC Holder Signature: _____

*If Credit Card holder is not the author, Credit Card holder is required to authorize the agreement.

For Internal Use Customer ID: _____ SO#: _____

Sign Off-Section:

I hereby agree to pay the balance indicated above in three equal monthly payments for the services outlined in the attached Service Order. I accept the terms and conditions outlined above and authorize the duly appointed representative from AuthorHouse to collect funds in the matter indicated below for those services.

Author Name (printed): _____ Date: _____

Author Signature: _____

Work's Title and ID: _____

PLEASE RETURN COMPLETED AGREEMENT TO YOUR SALES CONSULTANT FOR PROCESSING