



2012 Invoice Payment Instructions

This invoice was generated based on your organization's current enrollment in the AIHA Registry Programs. We urge you to carefully review this invoice and immediately contact us if you would like to make any changes in your 2012 participation or if you find any errors in your invoice.

The full Registry Programs Fee Schedule can be found at: www.aiharegistries.org/documents-policies-fees.

Remittance Instructions

Payments must be made payable to **AIHA Registry Programs** and be remitted to:

AIHA Registry Programs
PO Box 34883
Alexandria, VA 22334-0883 USA

Do not send combined payments for other AIHA Affiliate Laboratory Programs, products or services. Payments for the AIHA Proficiency Analytical Testing Programs or AIHA Laboratory Accreditation Programs, LLC must be made separately. **Sending combined payments or sending payments to AIHA may result in a delay in posting your payment and may result in your samples and/or results being held for lack of payment.**

Payment Methods

Checks are to be mailed to the remittance address noted above.

Credit card payments may be made via fax, +1 703.207.8558, or mail to AIHA Registry Programs, Attn: Carter Dezio, 2700 Prosperity Ave Ste 250, Fairfax, VA 22031 USA. Please use this physical address for FedEx/UPS or any other payments being sent express.

To pay by credit card, the following information must be included on a copy of your invoice:

- + Credit card type (Visa, MasterCard or American Express accepted)
- + Credit card number
- + Expiration date
- + Card holder name
- + Signature

You may omit the credit card number and call us to process your payment at +1 703.846.0755, provided the other information noted above is submitted on the invoice.

Purchase orders as a method of payment must be approved by AIHA Registry Programs, LLC prior to submittal. Your approved purchase order can be emailed, info.RegistryLLC@aiha.org; faxed, 703.207.8558, or sent via mail to AIHA Registry Programs, 2700 Prosperity Avenue, Suite 250, Fairfax, VA 22031 USA

NOTE: Regardless of payment method, please include a copy of your invoice with your payment. Failure to do so may result in a delay in posting your payment and may result in your samples and/or your AAT Performance Results Report will be held until payment is received.

Late Payment: Penalties and Actions

Payment is due in full within 30 days of the invoice date. If payment in full is not received within 45 days, your account will be assessed a late fee of 1% of the outstanding balance each month your account is delinquent.

- + AAT Performance Results Reports will be held until payment is received beginning with the first round (AAT 101) of the year
- + AAT samples will be held until payment is received beginning with the second round (AAT 102) of the year
- + Organizations will be dropped from the program for non-payment if the annual participation invoice is not paid-in-full by the close of AAT Round 102.

Questions?

Please contact us with any questions, to make changes in your participation, or to correct errors in your invoice at info.RegistryLLC@aiha.org or (703) 846-0755.