

# N.C.R.S.O., Inc.

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Northern California Regional service office  
1820 Walters Court, Suite A-1, Fairfield, CA 94533 Phone: 707-422-9234

## **TERMS and CONDITIONS for NA SERVICE BODIES** **CREDIT POLICY and APPLICATION**

1. The NCRSO extends credit to NA Area and Regional level service bodies.
2. New clients must pre-pay the first three (3) orders.
3. After three pre-payment orders, eligible clients may extend to net 30 terms if we have the following information.
  - a. The NCRSO must have acknowledgement of terms and conditions signed by the chairperson of the service body. In addition, contact information is required from both the person responsible for ordering, and the person responsible for paying for the orders. Required information includes name, address, phone number, e-mail, and the end date of their service commitment.
4. In the event an account is over 30 days past due (*60 days from date of shipment*), the account will be placed on credit hold, a collection letter will be sent, and a 2% per month fee will be charged.
5. Five days after mailing the collection letter a phone call will be made to the person on file.
6. For Northern California NA Area or Regional accounts, a second letter will be hand delivered to the appropriate RCM at the next RSC meeting.

NOTE: If either the ASC, or one of its 'subcommittees' accounts is 30 days past due\*, all ASC related accounts from that Area will be placed on credit hold until payment is received.

\*This includes non-payment of insurance related fees.

7. In the event that an account has overpaid and/or has credit that is being held for more than \$100.00 by the NCRSO, that credit will be applied to future orders until the balance returns to below \$100.00. The NCRSO will not carry monies on the books.
8. NA service bodies must update contact information within 30 days of the election of new trusted servants (*page 2*). Accounts on credit hold due to nonpayment will remain so until payment is received and contact information updated.

I have read and agree to the above information \_\_\_\_\_  
Chairperson Date

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## Contact Information Update

It's that time again...we need to update our customer's contact information. This information helps us to better serve you!

Please provide the following:

Area/Business Name: \_\_\_\_\_

Billing Address (PO Box): \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Literature Person & Phone #: \_\_\_\_\_

Literature Person Email: \_\_\_\_\_

Beginning and End date of Service Commitment: \_\_\_\_\_

Treasurer Name & Phone #: \_\_\_\_\_

Treasurer Email: \_\_\_\_\_

Beginning and End date of Service Commitment: \_\_\_\_\_

Any additional information:

\_\_\_\_\_  
\_\_\_\_\_

You may provide the NCRSO, Inc. with this information by:

Fax (707) 422-9128

Phone: (707) 422-9234

Email: [ncrsosw@norcalna.org](mailto:ncrsosw@norcalna.org)

Mail: 1820 Walters Court\*Suite A-1\*Fairfield, CA\*94533

\*Reminder that all credit accounts are net 30 days from invoice date.

\*Accounts that are more than 30 days overdue will be placed on credit hold until the account is brought current. The account will then be reviewed by the NCRSO BOD.