

Animal Clinic of Benicia  
402 Military East  
Benicia, CA 94510

**This payment policy for the Animal Clinic of Benicia is effective on January 1, 2018.**

**PAYMENT IS DUE IN FULL AT THE TIME SERVICES ARE RENDERED**

**An estimate will ALWAYS be provided for any diagnostics and treatment the doctor is RECOMMENDING before the service(s) are provided.**

Under **limited** circumstances a payment schedule **may** be allowed. Scheduled payments must be arranged **prior** to services and **must** be approved by our Accounts Receivable person **only**. **The doctor will not discuss payment agreements.** Any scheduled payment **must** be **PAID IN FULL** within 90 days of this agreement. When payment schedule is approved, the following terms apply:

- Client is responsible for ALL charges accrued to the account
- Payments are to be **RECEIVED** within 10 days of the statement billing
- Client agrees to allow Animal Clinic of Benicia to charge the client's credit card for monthly charges
- Missed payments are **due immediately**
- Missed payments are subject to a **25% late charge**
- If two payments are missed the Animal Clinic of Benicia will, at its option, (1) refer account to a collections agency for payment or (2) take the client to small claims court

**Returns or Exchanges**

- Due to California State Law we are not allowed to return or exchange any medications
- Items guaranteed by the manufacturer can be exchanged or returned for a credit to your account
- No cash, credit, or check refunds will be provided

**WE DO NOT ACCEPT CHECKS**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Receptionist Initial: \_\_\_\_\_

Printed Name: \_\_\_\_\_