



## Payment Options

**You have a number of options available for payment. Please review the information below and decide which form of payment is best for you.**

**Open payment terms:** Requires prior approval. To initiate open account credit a Credit Application Form must be completed and either fax or email it to us. Click on credit application below. Once complete, the form can be printed and faxed securely to Attn: *Lisa* at 616-241-2964. Be sure to include your signature on the form.

**ACH – (Automated Clearinghouse)** – ACH withdrawal is a secure electronic payment delivery system, which processes electronically originated credit and debit transfers from one bank to another. We have two ACH payment methods for you to choose from. 1) You may elect to send payment directly from your account to our account. Please refer to the ACH Bank Transfer Instructions link below. 2) If you would like Color House Graphics to withdraw the funds directly from your bank account, please fill out the ACH Withdrawal Authorization Form linked below and fax to our secure line at 616-241-2964. There are no added fees for this payment option.

**Credit Card** (Visa, MasterCard, Discover). Click on the link below and print the Credit Card Authorization Form. You can fax it securely to us at 616-241-2964

Please note: Color House Graphics, Inc. will waive any convenience fee if paid by credit card for an invoice with total charges of **less than \$1,500**.

If payments by credit card are made on invoices with total charges of **\$1,500 or more**, a 2.5% fee for the convenience of paying through a third party will be applied to the invoice.

**Debit Cards** - Debit cards are also accepted however they must be processed as a credit transaction. Therefore, payments made by Debit Card that are applied to invoices over \$1,500 will be assessed a convenience fee of 2.5%.

**Business or personal check** – Shipments may be held up to 5 business days to clear payment.

**Bank Wire Transfer:** Contact your CHG representative for instructions.

**Money order or cashiers check s** Additional bank fees may apply

If you would like more information regarding payment options, please contact Dawn Copenhaver. Phone (800) 454-1916. Dawn@colorhousegraphics.com

[Credit Application Form](#)  
[Credit Card Authorization Form](#)  
[ACH Bank Transfer Instructions](#)  
[ACH Withdrawal Authorization Form](#)