Sullivan Solutions™

Sullivan Solutions LLC
6059 Frantz Road, Suite 203
Dublin, Ohio 43017
TID 31-1627927

Your outsourced in-house marketing company.

General Policy

All applicable Terms will be specified in your current Mutual Agreement and individual SOWs. Once you have approved these documents, we will send the first invoice.

We always ask for an initial payment before we begin work and commit our resources. This will be a percentage of the project cost or the estimated fees for the first month.

Regular marketing management and website maintenance will be invoiced one month in advance. We invoice additional service fees and reimbursable expenses monthly.

Recurring invoices will be run against the credit card on file on approximately the 15th day of each month.

Invoices that remain unpaid longer than 14 days will accrue additional charges. Services for overdue accounts will be put on hold until the account is paid. If you foresee problems with this schedule, please make sure to let us know in advance.

For your convenience, you may pay by check or credit card.

By Check: Please make your check payable to Sullivan Solutions LLC and write your invoice number in the note. Mail the check to our office address.

By Credit Card: Please complete the form below and mail the form to our office or scan and email the form to accounting@sullivansolutions.com.

VISA MasterCard DISCOVER AMERICAN EXPRESS

Credit Card Number _ _ _ Invoice # Monthly per SOW ☐

CCV ☐☐☐ Exp. MM / YY Amount $

Cardholder Name

Billing Address

City State Zip

Authorized Signature Date