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## MAILING ADDRESS

811 OFFICE PARK CIRCLE – LEWISVILLE TEXAS 75057  
**ALEXIS BARNFIELD – ACCOUNTS RECEIVABLE MANAGER**  
972-221-7414 ext. 304 – FAX: 972-436-8114  
EMAIL: [alexis@airdallas.com](mailto:alexis@airdallas.com) – WEB: [www.airdallas.com](http://www.airdallas.com)

## TERMS AND CONDITIONS FOR DOMESTIC CUSTOMERS

Air Dallas Instruments, Inc. has developed several different methods of paying to accommodate our OPEN and C.O.D. customers. Please see the following methods available to you.

- 1) **NET 30 Days** ~ before a customer can apply for Net 30 day terms, there must be a history of doing business with us with at least **5 transactions**. You must fill out a credit application before you can be put on open status.
- 2) **Pay by personal or company check.**
- 3) **Credit Cards** ~ a form will be provided to you for information we need to charge your credit card.
  - MasterCard
  - Visa
  - Discover
  - American Express

**A 1% convenience fee is charged on top of the original balance. You may pay by ACH and not have any additional fees added to your balance.**

- 4) **Automated Clearing House (ACH)** ~ Call for Instructions:

**An Automated Clearing House (ACH) is only for domestic customers/banks (within the United States). International customers must have a bank within the United States to be able to use this method of payment. No Bank fees if you use this method.**

- 5) **Wire transfer** ~ Call for Instructions:

**An extra \$30.00 is charged on top of the original balance. (Wire Transfer Bank Fees)**