

# Payment Terms Agreement

**Effective Date: January, 2024**

**Houston's Best Marketers**, operating as Capitol Management, establishes the following terms to ensure transparent and efficient payment procedures. By becoming a client, you agree to these terms as part of our service agreement.

## 1. Payment Information Requirement

- Upon becoming a client, you are required to maintain a saved payment method (credit or debit card) on file or maintain a positive balance.
- All services are prepaid and will not commence without an active payment method or sufficient account balance.

## 2. Service Prepayment Policy

- All payments are due in advance of the service period. Services will not be provided without successful payment processing.

## 3. Fees for Chargebacks and Declined Payments

- **Chargebacks:** A \$250 fee will be assessed for any chargeback initiated by the client.
- **Declined Payments:** A \$50 fee will be charged for each declined payment attempt.

## 4. Payment Method Updates

- Clients are responsible for updating their payment information whenever changes occur (e.g., expired cards, new account details).

## 5. Credit/Debit Card Processing Fee

- A 5% processing fee applies to all payments made using credit or debit cards.

## 6. Refund Policy

- No refunds will be issued once the payment cycle begins on the 1st day of each month.

## 7. Contract Cancellation Policy

- Clients wishing to cancel services must submit a written notice to our office **90 days prior** to the automatic renewal date of their contract.
- Contracts can only be canceled in the event of **bankruptcy or closure** of the company.
- The sale of a business does not allow for contract cancellation.

## 8. Contract Term and Early Termination

- Contracts are binding for a term of **1 to 5 years**.
- Clients canceling before the contract term ends are responsible for **all remaining charges** for the full duration of the contract.

## 9. Termination by Capitol Management

- Capitol Management reserves the right to terminate a client's contract without prior notice.
- In such cases, a **\$5,000 cancellation charge** will be applied to the client's saved payment method within 24 hours of termination.
- Clients will not be eligible for refunds upon termination by Capitol Management.

## 10. Agreement and Dispute Resolution

By becoming a client and submitting payment, you acknowledge and agree to abide by these terms. For disputes, contact us at [help@houstonbestmarketers.com](mailto:help@houstonbestmarketers.com) or call **(281) 779-7191**.