

TIPS FOR AN EFFORTLESS TRANSITION

Two Step Process

1. Notify your current billing company that you need to close your account and request a file of your members.

(You may be required to do this in writing.)

2. Mail the file to NAC in the postage-paid envelope provided.

NAC offers a 100% satisfaction guarantee on all data transfer or conversions. Receive no processing charges for one month if you are dissatisfied with the transfer process. Please see reverse for details.

The Effortless Guarantee

The knowledgeable IT specialists at NAC are able to interpret a large variety of data files to convert your data into the necessary format. We developed this simple plan to eliminate missed payments and billing errors. NAC works on your behalf to process the entire transfer in-house, thus keeping your data secured while saving you time and money. We are so confident of a smooth transfer that we guarantee your data conversion will be complete within ten (10) business days. If for any reason you are not satisfied with the data conversion, NAC will refund the processing fees for your first month's billing cycle.

Terms and Conditions

1. Client agrees to provide NAC with an electronic data file containing all contact and billing information including but not limited to: Name, Address, Account Number, EFT Information and Payment Due Dates.
2. NAC agrees the data conversion will be completed within ten (10) business days of the receipt of said information. Client agrees to assist NAC with verifying the integrity of the data if codes or data is not clearly identified.
3. A completed Billing Agreement must be signed by both NAC and Client prior to beginning any data conversion process.
4. Client must notify NAC of any dissatisfaction within ten (10) business days after completion of data transfer to be eligible for refund of processing fees. Refund of fees is to be on fees charged only and does not apply to payments uncollected during the first month's billing cycle or to account billed within the first month billing cycle that were not contained in transferred data.