



HBS | STUDENT ASSOCIATION

INVOICE PROCESS FOR RECRUITERS & MARKETPLACE CUSTOMERS

- Upon placing an order, a customer must complete the standard payment form and include a credit card number for security purposes.
- The customer has 30 calendar days upon receipt of invoice to remit payment to HBS SA.
 - Acceptable payment methods:
 - Credit card (Visa, Mastercard, AmEx)
 - Check (made payable to HBS Student Association)
 - ACH
- If payment has not been received within 30 calendar days, HBS SA has the authorization to charge the credit card on file.

Note: A 3% processing fee of the total invoice amount will be added in the case of a credit card is declined.
- In the case that a credit card is declined and/or payment has not been received after 60 calendar days, the customer will not receive any future services from the SA office until all outstanding amounts are settled in full. Future products and services will then require a prepayment for an indefinite time period.
- If after 6 months the customer has not paid, HBS SA must submit the situation to a credit agency and subject to a 25% APR penalty.