

NanoFab Payment Form

Company Name:	<input style="width: 100%;" type="text"/>		
Payment Contact:	<input style="width: 100%;" type="text"/>		
Position Title:	<input style="width: 100%;" type="text"/>		
Address 1:	<input style="width: 100%;" type="text"/>		
Address 2:	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 150px;" type="text"/>	State:	<input style="width: 50px;" type="text"/> Zip Code: <input style="width: 100px;" type="text"/>
Tax ID Number:	<input style="width: 150px;" type="text"/>	Email:	<input style="width: 150px;" type="text"/>
Fax Number:	<input style="width: 150px;" type="text"/>	Telephone:	<input style="width: 150px;" type="text"/>

Method of Payment

<input type="checkbox"/>	Credit Card	Card #	<input style="width: 150px;" type="text"/>	Exp. Date (MM/YY)	<input style="width: 50px;" type="text"/>
	Security Code (From back of card)	<input style="width: 100px;" type="text"/>	Dollar Amount	<input style="width: 100px;" type="text"/>	

<input type="checkbox"/>	Purchase Order	PO #	<input style="width: 150px;" type="text"/>	Dollar Amount	<input style="width: 100px;" type="text"/>
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To ensure processing please include the following on your purchase order: 1) contact name; 2) email; 3) fax; 4) telephone; 5) company name; 6) company mailing address; 7) tax ID#; 8) dollar amount; 9) NanoFab proposal number; 10) company billing POC name/phone/email; and 11) company billing address.

<input type="checkbox"/>	Government Agency	Transfer Authority (TA)	<input style="width: 50px;" type="text"/>	Agency Location Code (ALC)	<input style="width: 50px;" type="text"/>
	Treasury Account Symbol (TAS)	<input style="width: 100px;" type="text"/>	Expiration Date of Funds	<input style="width: 100px;" type="text"/>	

Terms of Payment

- A funding authorization sufficient to cover at least one month of activity is required prior to the commencement of work.
 - Should charges exceed the authorized amount, NanoFab access will be suspended.
 - Your account can be funded via purchase order, credit card, check, or wire transfer.
 - Additional funds can be added to the account at any time.
- Itemized statements are issued via email at the close of each month. An invoice for the cost of that month's activities will be issued and will include payment instructions.
 - Invoices are due within 30 days of receipt.
 - NanoFab access will be suspended if invoices are not paid within 45 days. On day 60, delinquent invoices will be assessed late fees as noted on the invoice. By day 120, all non-paid accounts will be forwarded to the U.S. Department of Treasury for collection.
- Customers without a US Tax ID number will be required to:
 - Provide payment in advance for a minimum of 1 month of activity.
 - Replenish account at the beginning of each month to provide a balance sufficient to cover at least one month of activity
 - NanoFab access will be suspended if account balance is not positive.
- All federal government agencies other than NIST must fill in all government agency fields. Collection will take place using the IPAC system.
- For internal NIST users, payment is made via the NIST-461.

Payment Address

Post Mail: NanoFab User Office, 100 Bureau Drive, MS 6201, Gaithersburg, MD 20899-6201 or
Secure Fax: 301-975-8761 / For security reasons, unencrypted emails are blocked and not received.