



Ozarks Food Harvest

Late Payment Policy

FOR MEMBER AGENCIES OF OZARKS FOOD HARVEST

- 1. If account balance is not paid within the first full month after actual billing month...**
 - Business Office will generate a reminder letter to be sent out to the Agency with monthly statement of balance due.
- 2. If account balance is not paid in full within the second full month after actual billing month...**
 - Account is automatically put on “hold” status until paid in full.
 - Business Office will generate notification letter to Agency. No shopping and/or deliveries, including commodities, will be allowed until balance is paid in full.
- 3. If account balance is paid in full by the end of the third full month after actual billing month...**
 - Agency may continue to shop and/or receive deliveries on a Pay In Advance basis for 6 months.
 - Re-evaluation will take place after 6 months to determine whether account will be allowed credit on future shopping and/or deliveries.
- 4. If account balance is not paid in full by the end of the third full month after actual billing month...**
 - Agency contract will be terminated. Agency will NOT be eligible to re-apply for membership with Ozarks Food Harvest.

Please call our Business Office at 865-3411 if further clarification is needed.

Please print and sign your name below and return by mail or fax 417-865-0504

Agency Name: _____ ID# _____

Agency Executive Director or Administrator *Signature*

Agency Executive Director or Administrator *Printed Name*