



## Payments, Pricing, and Promotions

### Payments

#### Payment Methods Accepted

Complete the payment section of your online order. To complete the processing of your order, you must use one of the following methods of payment:

#### Credit Card

- Include number, expiration, cardholder's name, and authorized signature.

#### Purchase Order

- A purchase order indicates a future commitment to pay using one of the following methods:
  - **Purchase Order #** – Indicate the purchase order number. For all orders over \$1,000, you will be required to upload a copy of the purchase order.
  - **Letter of Authorization** – If your institution does not use a purchase order system, a signed letter of authorization on your institution's letterhead should be uploaded with your order. Please include payment method (draft, bank transfer, etc.) information in your letter of authorization and enter "Ltr of Auth" in the purchase order field of the Payment section.

#### Wire Transfer Information

- **Upload a copy of your bank advice. Upon receipt of payment, your order will be completed.**
- Include all bank fees with your payment. The CAP is not responsible for bank fees incurred while remitting payment. Make arrangements with your financial institution to include all wire transfer fees, including fees charged by intermediary banks, during a funds transfer.
  - Short payment due to deduction of intermediary bank fees will leave an open balance on your account, which you are responsible to pay in your next wire transfer to the CAP.
- Remit wire transfer payment to:
  - BMO Harris Bank N.A.  
311 West Monroe Street  
Chicago, Illinois 60606  
USA
  - Phone: 312-461-2121 (Country code: 001)
  - Account Number: 223-733-7
  - ABA Number: 071000288
  - SWIFT #: HATRUS44
- Include the following information:
  - Customer name
  - CAP number
  - Account number
  - Invoice and/or order number

#### Payment Terms and Conditions

- For orders processed by October 31, 2016, payment terms are extended until December 1, 2016.
- After November 1, 2016, terms will be net 30 days from the invoice date.



## Pricing

### Pricing

- Prices exclude taxes, duties, and other applicable charges; all prices are subject to change without notice.
- Member price applies only to individual pathologists who are CAP members. A laboratory's participation in the CAP Surveys or a CAP accreditation program does not constitute CAP membership.
- The CAP reserves the right to change the published prices and ship dates.

### Sales Tax and Regulatory Fees

- If your institution is subject to sales tax, the appropriate taxes for your locale will be added to your order.
- If your institution is not subject to sales tax and you have not provided a current tax-exempt certificate to the CAP, please upload a copy with your order.
- The CAP federal tax identification number is 36-2118323.

## Promotions

- Promotion codes are case sensitive and should be applied during the ordering process.