

National Registry of Food Safety Professionals

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Orlando, FL 32819
Fax: 407-352-3603
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ACCOUNT UPDATE FORM

Please type or print

Update

Remove

Administrator Name	Admin Code
Company	Shipping Address:
Email	Shipping City, State, Zip:
Telephone	Fax
Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Credit Card Number
Expiration Date	CC Security Code (cwz/cvc2#)

Credit Card Policy:

- 1) The credit card on file will be automatically charged for monthly invoices until the minimum number of scored exams is met and a written request is received from you. (This excluded government, school, and corporate accounts)
- 2) National Registry of Food Safety Professionals reserves the right to charge the credit card on file for all invoices more than 60 days past due.

Cardholder Signature	Date
Billing Contact:	Billing Address:
Billing Email:	Billing City, State, Zip:
Billing Telephone:	Billing Fax:
Is a PO required for billing? <input type="checkbox"/> YES <input type="checkbox"/> NO	Contact name for PO #

Billing Policies:

- 1) All invoices are billed monthly - net 30 days.
- 2) The credit card on file will be automatically charged for monthly invoices until the minimum number of scored exams is met and a written request is received from you. (This excluded government, school, and corporate accounts)
- 3) Checks are made payable to National Registry of food Safety Professionals (NRFSP) sent to PO Box 628244 Orlando, FL 32862-8244.
- 4) National Registry of Food Safety Professionals reserves the right to charge the credit card on file for all invoices more than 60 days past due.
- 5) Your account will become inactive if you do not have any exams scored for a 1-year period. Approval of an Account Update will be required to reactivate your account.
- 6) Please choose how you would like to pay your invoices after the minimum number of scored exams is met:
 - Invoice Only
 - Autopay (charge to credit card on file once invoiced)

Rush and Cancelled Order Fees:

- 1) Any exam order placed 8 business days or less of the date needed (not counting the day you order) will be assessed a \$30 rush fee.
- 2) Any exam order received 4 business days or less of the date needed (not counting the day you order) will be assessed a \$85 rush fee (limit 50 exams delivered in the Continental US excludes First Overnight). Call for international rates.
- 3) Cancelled orders will be billed a \$2 per exam ordered.
- 4) Past due exams will be billed at \$2 per exam.

Personal Guaranty: The undersigned, in order to induce National Registry of Food Safety Professionals, a division of Environmental Health Testing (NRFSP/EHT), to extend credit under the terms of the Agreement, hereby unconditionally and irrevocably guarantees to NRFSP/EHT the due and punctual payment of all amounts due under the Agreement or invoice submitted by NRFSP/EHT in the normal course of business, when and as the same shall become due and payable, whether at the times stated therein or herein or by acceleration or otherwise and costs and expenses of collection. Upon default or failure of _____ [your company name] in making any such payment when due (including any costs of collection), the Personal Guarantor will forthwith pay the same. This guaranty is an absolute, unconditional, present and continuing irrevocable guaranty of payment and not of collectability. The Personal Guarantor unconditionally and irrevocably waives each and every defense which, under principles of guaranty or suretyship law, would otherwise operate to impair or diminish the liability of the Personal Guarantor, including any extensions of time for payment or the exchange, surrender or release of any merchandise. This guaranty shall be binding upon the successors and assigns of the Personal Guarantor, and inure to the benefit of, and be enforceable by, the successors, assigns and endorsees of _____ [your company name]. The Personal Guarantor further agrees to all provisions in this agreement, including but not limited to, the provisions relating to governing law, venue, personal jurisdiction, attorney's fees for prevailing party.

Authorized Guarantor Signature	Date
Name (print)	Title