

## Billing and Payment Information

### Monthly Recurring Charges (MRC)

Monthly recurring charges for ongoing services are invoiced via email the first of each month with terms Net 30.

Pro-rated charges are partial-month charges and ensure that you will be charged only for the number of days the services were used for that billing period. Wintek bills the monthly recurring charges in advance, so your first bill could be for more than one month depending on when your service was activated.

### Non-Recurring Charges (NRC)

If your service was just installed, you might see one-time fees included for installation or activation of services.

### How to Pay Your Bill

You may pay your Wintek bill online, by phone, or sending a check or money order via mail. The table below provides instructions for each method.

### Late Payments

Payments are due by the date noted on the top section of the bill. Wintek Corporation reserves the right to shut off or suspend services on accounts that are 30 days past the due date indicated on your statement. In the event we disconnect your service for nonpayment, a reconnection charge of \$25 will be assessed and must be paid, along with any past due balance prior to any suspended account reactivation. If accounts are sent to collections, the original fees plus cost of collection, court costs, and attorney's fees will be the responsibility of the customer. For billing questions, contact [ap@wintek.com](mailto:ap@wintek.com). For information on how to sign up for Autopay so you never have to worry about finding your bill or forgetting to pay, follow the online payment instructions below.

You Can Pay.....	Details
Online	<p>Wintek's payment portal is part of the Payment Card Industry Security Standards Council (PCI SSC) and BNG Payment Gateway system that transmits secure credit, debit and ACH information across the Internet.</p> <p>Paying your bill online with MyWintek is simple and <i>free</i>. You can view and print your invoices and access your invoice and payment history. You can setup Autopay for monthly services and schedule future payments using e-check (ACH) or credit card. After your services have been installed you will be e-mailed your Username/Password from our accounting department.</p> <p>To access the payment portal:</p> <ol style="list-style-type: none"><li>1. Go to <a href="http://www.wintek.com">www.wintek.com</a></li><li>2. Click on "MyWintek"</li><li>3. Go to: <i>Pay your bill online</i>.</li><li>4. Enter Username/Password</li></ol>
By Phone	<p>You may make a payment through a Wintek accounting representative during our regular business hours by calling (765) 269-8502. Our representatives utilize the same secure network when processing your credit card or ACH payment information.</p>
By Mail	<p>You may pay your bill by check or money order, payable to Wintek Corporation. For prompt processing of payment, please make sure to follow the below instructions:</p> <ul style="list-style-type: none"><li>• Mail your payment in a standard envelope to the address listed at the top of your bill, making sure to use the correct postage.</li><li>• Include a copy of your current invoice with your payment or write your invoice number on your check or money order</li><li>• For your security, please avoid sending cash through the mail.</li></ul>