



UNIVERSITY OF LOUISIANA

MONROE

Payment Terms & Billing

Fee Schedule

All analytical services are billed in accordance with the laboratory's current fee schedule. A current fee schedule is available upon request and provided to clients during account setup or upon quotation. Any deviations from standard pricing must be documented and approved in advance.

Invoicing

Invoices are issued upon completion of analytical services unless otherwise agreed in writing. Each invoice includes sample identification, analyses performed, dates of receipt/completion, and total charges. Invoices are delivered electronically unless otherwise requested.

Payment Terms

Standard payment terms are Net 30 days from the invoice date. Payments must reference the applicable invoice number.

Late Payments

Accounts not paid within 30 days are considered past due. Late payments will be subject to a finance charge of 1.5% per month on all balances over 30 days past due.

Suspension of Services

The laboratory will hold analytical reports and suspend analytical services until the account is brought current.

Prepayment Requirements

Prepayment is required for high-cost or high-volume projects, defined as projects exceeding \$5000 or requiring significant laboratory resources, as determined by the laboratory.

Disputed Charges

Invoice discrepancies must be reported in writing within 10 business days. Undisputed portions remain payable under standard terms.

Environmental Analysis Laboratory
C&NS Building, Room 117, 700 University Ave. Monroe, LA 71209-0505
Phone: (318) 342-1948

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Third-Party Billing

When samples are submitted by one entity and billed to another, the named billing party remains fully responsible for payment.

Collection Costs

The client is responsible for reasonable costs associated with collection of overdue balances, including administrative and legal fees where applicable.

Returned Payments

Returned payments will incur a fee of \$25 per occurrence and require future payments to be made with guaranteed funds.

Pricing Adjustments

The laboratory reserves the right to adjust pricing with reasonable notice. Updated pricing applies to future work.

Turnaround Time

Standard turnaround time is 7-10 business days from the date of sample receipt.

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