

Wire Transfer Procedure

TRANSFER PROCEDURE

When sending payment via a wire transfer, please follow these procedures:

- 1) Make sure that the \$35.00 USD wire transfer fee is included in your payment. This fee covers the paperwork and fees required by the sending bank and the receiving bank. This \$35.00 USD fee is separate from all other fees and is a separate line item on the Sales Order.
- 2) Write the Sales Order number on the wire transfer request next to the name of the purchasing company or person. The Sales Order number should be obtained from EMAC prior to submission of the wire transfer request.
- 3) Provide EMAC the name of the person who requested the wire transfer, the amount of the transfer (the entire Sales Order total), the date on which the transfer was requested, and the date on which the transfer was processed (if different from the date of request). A copy of this information must be sent to EMAC via FAX or email once the wire transfer has been requested.
- 4) Provide EMAC a clear copy of the original wire transfer via FAX. EMAC cannot release the Sales Order until a wire transfer receipt has been received from the customer.

ACCOUNT INFORMATION

Please contact your EMAC Sales Representative for Wire Transfer Account Information.

IMPORTANT NOTES

EMAC cannot ship any products until wire transfer payment has been verified with our bank. This verification may require several days. For fastest service, request the wire transfer from your bank as soon as possible after receiving the copy of your Sales Order.

Please contact EMAC if you have any questions. Thank you for your order.