

U.K. Payment Policy



INVOICING

Book Orders will take place each month and generate a corresponding invoice.

Invoices are:

- Emailed immediately following the Book Order.
- Dated the first day of the month following the Book Order.
- Due within 10 days of the Invoice Date.
- Available 24-hours a day in the Billing Area of the Book Order System (BOS)

PAST DUE

The Dollywood Foundation UK will communicate Past Due notices via email to the Local Programme Partner's (LPP) Billing Contact in advance of the next Book Order. At the time of each monthly Book Order, any LPP with a Past Due invoice will be moved from Operating status to Temporarily Inactive status, and books will not be ordered or mailed.

PAYMENT OPTIONS

Pre-Pay: (also called credit balance) With this method, LPP sends a large amount of funds every so often, and The Dollywood Foundation applies a credit to your invoice to use until the pre-payment is exhausted. You will still receive an invoice, but it will show a zero balance due. If at any point our Imagination Library partnership ends, all outstanding invoices will be paid from the fund balance and remaining pre-paid funds will be returned to you. *Most popular payment option.

BACS Transfer: (Bankers Automated Clearing System Transfer) The LPP electronically pays the monthly invoice using their bank's electronic payment system. If you use this payment option, you must enter your program's account name and number (Ex: BAILDON #645) in the description/memo line so that we can ensure payment is posted to the proper account. Please send payment remit to invoice@dollyfoundation.com.

Please direct inquiries to invoice@dollyfoundation.com.