



__ BILLING POLICY Effective March 1st, 2019

Thank you for choosing ZR Per Diems Services LLC. We are committed to excellence in providing per diem services throughout the states of New York and New Jersey.

RATES: There are hundreds of courts and types of appearance throughout NY and NJ. Standard appearance rates are posted on our website. If you cannot locate the rate for your matter, we will be happy to provide you the rate, upon receipt of your request for coverage.

PAYMENT Payment is due at the time you request coverage. If you would like to be considered for an account upgrade to net terms, you may contact Raya Perretti, the office manager, in writing by emailing: firm@nyperdiems.com.

We accept all major credit cards, checks by mail in advance of the appearance date, and money orders. Please make all checks payable to: ZR Per Diem Services LLC.

Any Prepayments which have been waived are subject to a \$25.00 processing fee. Any invoices (not paid upon receipt) will be subject to an 3% monthly late fee. Any invoices 120 days or greater may be sent to a collection agency or legal action may ensue. The hiring attorney will be fully responsible for all fees associated with the collections process.

CANCELLATIONS If you cancel coverage after 5pm, the business day before the appearance date, you will be subject to a 50% cancellation fee. If you cancel coverage on the SAME DATE as the appearance, you will be subject to the FULL appearance fee. ***Confirmed depositions that bust or are cancelled on the date of the appearance will be billed at the full rate.***

Any cancelled appearances which were prepaid ahead of time and not subject to cancellation fees, will be issued a credit in our system for future use. Credit card refunds must be requested via email and will be processed promptly.

LATE/SAME DAY REQUESTS Coverage requests received after 5 p.m. the business day prior to appearance will be subject to a \$50 additional charge. Same Day Requests are subject to a \$75 additional charge. ***In the event of cancellation, these requests are subject to a NON REFUNDABLE surcharge.***

ADDITIONAL FEES MAY APPLY: *Appearance rate is subject to Additional Fees Based on the nature, length, time and location of the appearance including but not limited to afternoon appearances, additional parts, additional time at appearances, “Involved” appearances, oral arguments, printing (all pages), document preparation, filing, courier and/or mailing fees.*

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www.nyperdiems.com www.njperdiems.com