

RE: Quarterly Dues Invoices

As of August 15, 2009, invoices will be emailed 45 days prior to the beginning of each quarter. Invoice dates are: Feb 15th, May 15th, Aug 15th and Nov 15th. Payments are due 30 days following the invoice date. Due dates are: March 15th, June 15th, Sept 15th and Dec 15th.

Please be sure your email address has been updated since this is the first form of notification you will receive about your bill.

All payments must be made prior to the beginning of each quarter. The GFC CMLS will suspend MLS Services to those who fail to pay his/her quarterly dues by the 1st of each quarter: Jan 1st, April 1st, July 1st and Oct 1st at which time all MLS services will be suspended and a late fee of \$25 will be imposed.

Invoice reminders are mailed to the office on the 1st of each quarter, to those members who are still unpaid. If payment is still not made 60 days from the **invoice date**, (Feb 15th, May 15th, Aug 15th and Nov 15th) MLS services will automatically be terminated and a termination fee of \$25 will be assessed in addition to the \$25 late fee.

- 1st Quarter - January 1st - March 31st
- 2nd Quarter - April 1st - June 30th
- 3rd Quarter - July 1st - September 30th
- 4th Quarter - October 1st - December 31st

EXAMPLE:

Invoices created and emailed.....August 15

Due.....September 15

Unpaid agents are suspended and late fee of \$25 applied.....October 1

Unpaid agents are terminated and termination fee of \$25 applied....October 15