



Automatic Payment Enrollment Terms & Conditions

Updated: October 1, 2025

All clients engaging with Vela Wood Staley Young P.C. are required to enroll in our automatic payment program as a condition of representation. These terms are part of your engagement with our firm and apply to all fee arrangements unless otherwise agreed in writing.

1. Billing Cycle

Invoices are issued at the beginning of each month for all (i) billable work and (ii) reimbursable expenses incurred during the prior calendar month.

All invoices are issued on Net 15 terms, meaning payment is due fifteen (15) days from the invoice date.

2. Invoice Review and Acceptance

Clients are encouraged to review each invoice promptly upon receipt.

If no objection or comment is received within ten (10) days of invoice delivery (the “**review period**”), the invoice will be deemed accepted and approved by the client.

3. Automatic Payment Requirement

Prior to the commencement of legal services, all new clients must enroll in automatic payments through either:

- eCheck (ACH), or
- Credit Card.

By enrolling, you authorize our firm to automatically debit the payment method on file for all invoice balances.

4. Payment Timing

Automatic payments are drafted upon conclusion of the review period , to ensure payment is received by the due date in accordance with the Net 15 payment terms.

If the due date falls on a weekend or banking holiday, payment will be processed on the next business day.

5. Retainer Application

If the client has provided a retainer, the retainer balance will be applied first to any outstanding invoice amount.

Any remaining balance due after retainer depletion will be automatically charged to the payment method on file on the 15th of the month.

6. Transaction Fees

Clients who elect to pay by **credit card** are responsible for all processing fees incurred by the firm, up to a maximum of **3%** of the total amount charged.

7. Interest on Late Payments

Invoices not paid by the due date will accrue interest at a rate of 5% per annum until paid in full.

Clients remain responsible for ensuring that valid and sufficient payment methods are maintained.

8. Modifications & Notifications

The firm reserves the right to update or revise these terms at any time, with reasonable notice to clients.

Continued use of our services constitutes acceptance of any such revised terms.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the state of Texas, without regard to conflict of law principles.