

# FOUNDATION Order Payment Options

Thank you for ordering from the Couillard Solar Foundation. The proceeds from your purchase support and further the mission of CSF, allowing us to continue to provide Wisconsin nonprofits affordable access to solar power.

Please note: Payment for your order (including applicable shipping fees) must clear the bank before we can ship it. Please contact us to schedule order shipment 8-10 business days before you need to have the panels on site.

There are three payment options.

- Wire Transfer
- ACH
- Check

### Wire Transfer

This is the fastest method of payment. Your order can be shipped or picked up as soon as the transfer is complete. Consider using this method if you need to have your order shipped as soon as possible to avoid delays.

To set up a wire transfer, contact your bank with the following information:

#### **Bank Information:**

Bank of Deerfield, PO Box 85, Deerfield, WI 53531

Ph. 608.764.5411

### **Incoming wire transfer instructions:**

Receiver ABA (3400 field): 075912479 Bankers' Bank Madison 7700 Mineral Point Rd. Madison, WI 53717

Beneficiary FI (4100 field): 075905004 Bank of Deerfield 15 S. Main St. Deerfield, WI 53531

Beneficiary (4200 field): 137378

Couillard Solar Foundation

PO Box 382, 10 Liberty Street, Deerfield, WI 53531

Your order will be processed and shipped once the transfer is completed.



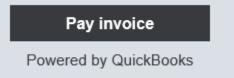
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## **ACH Payment**

Paying by ACH (automated clearing house) is easy. There is no setup necessary on your part and we pay all associated fees for the funds transfer. Please allow 3 business days for the ACH payment to clear.

1. We email your invoice from QuickBooks. The invoice email includes a PDF copy of the invoice attached to the email.

2. In the body of the email there is a button.



- 3. Click on the Pay invoice button to get to the screen that allows you to enter your bank routing number and account number.
- 4. When you submit it, the funds are automatically transferred to our account via ACH. Your order will be shipped as soon as the funds are cleared.

### Check

The Couillard Solar Foundation does accept payment by check. Please allow 3-4 business days for the check to clear after deposit, before your order can be shipped.

#### Send the check to:

Couillard Solar Foundation PO Box 382 Deerfield, WI 53531

## **Questions About Your Order**

Please contact us at Director@CouillardSolarFoundation.org if you have any questions about your payment options or order.

Thank you again for ordering from the Couillard Solar Foundation.