# **How to Pay OfficeClip invoices**

Given below are various ways to pay your OfficeClip invoices. Please include your invoice number with the payment.

## **Payment by Check**

Checks (in US\$) can be sent to:

#### OfficeClip, LLC

PO Box 920598

Norcross, GA 30010-0598 **Phone**: 770-448-7375

Email: ocaccounts@officeclip.com

### **Payment by Credit Card**

Please follow these instructions:

- 1. Visit <a href="https://www.officeclip.com/web/ordernow1.aspx">https://www.officeclip.com/web/ordernow1.aspx</a>, this is the secured payment site for OfficeClip.
- 2. Put the dollar amount of the invoice in the section "Support and Miscellaneous fees" (Do \*not\* select a product from the drop down box or check any of the checkboxes) and click on the "Refresh" button.
- 3. In the Notes field write your Invoice Number
- 4. Verify the correct total and Click on the button "Credit Card Pay"
- 5. If you have any problems (or did not receive the confirmation email), please contact OfficeClip Accounts at the phone number or email address given above.

#### **Payment by Bank Wire Transfer**

#### **Bank Information**

Incoming wires should be directed to:

Receiving Bank Name: Wells Fargo Bank N.A

Bank Address: 420 Montgomery, San Francisco, CA 94104

Bank Phone: 1-800-869-3557

**Beneficiary Account #:** 1381988961

**Beneficiary Account Name: OFFICECLIP LLC** 

Beneficiary Address: 3301 Buckeye Road, Suite 209, Atlanta, GA -30341

**Beneficiary Phone**: 770-448-7375 x1

International Wire Transfer Instruction

**Swift Code:** WFBIUS6S

**CHIPS Participant:** ABA 0509

**Domestic Wire Transfer Instruction** 

**ABA:** 121000248

Once the payment is sent, please send an email to the address <u>ocaccounts@officeclip.com</u>.

# **Payment by PayPal**

Send payments to: <u>ocaccounts@officeclip.com</u>. Once you get a confirmation email from PayPal, forward that email with your invoice number to ocaccounts@officeclip.com.