



Jebro Incorporated

Direct Debit (ACH) Payment Process

Jebro Incorporated (Jebro) offers customers a convenient way to electronically transmit funds using the Automated Clearing House (ACH) process. The Automated Clearing House (ACH) is an electronic network that allows for cheaper, faster and more secure transactions than processing individual paper checks.

Jebro offers two ACH debit payment options –

1. One half percent (.5%) discount on ACH debit invoice payments initiated by Jebro ten (10) days after invoice date. The discount is not applied towards any applicable sales tax.
2. Net invoice payment via ACH debit initiated by Jebro thirty (30) days after invoice date.

The Direct Debit (ACH) Payment Process –

- Jebro creates invoices the following business day after the delivery date. The invoice date will be the same as the delivery date.
- The invoices are e-mailed to the customer immediately after the invoice is created.
- Regardless of the ACH method the customer chooses, the customer will receive a draft notification e-mail at least three *business days* prior to their invoice due date. The email will come from Jebro.eReports@jebro.com and will be sent to the email address specified in the “Direct Debit Authorization Agreement”.
- The draft notification will list the invoice numbers and the dollar amounts that will be drafted and what date the amounts will be drafted.
- Jebro will draft on the Invoice(s) Due Date unless the date falls on a Holiday or Weekend, then the transaction(s) will be drafted on the next business day
- If there are multiple invoices due on the same day, Jebro will pull one total amount for the day instead of multiple transactions for each individual invoice amount.
- To initiate the ACH Direct Debit process, a signed “Direct Debit Authorization Agreement” must be completed. The form can be found at: <https://www.jebro.com/customer-info>. The agreement will remain in effect until terminated upon fifteen (15) days written notice by either Customer or Jebro.
- Please see the below examples for the customer notifications.

Example 1: Jebro Incorporated ACH Debit Draft Notice email with attachment – one invoice

ACH - DEBIT 2018-11-30 - Message (HTML)

File Message Help Adobe PDF Tell me what you want to do

Ignore Delete Archive Reply Reply Forward Meeting IM + Follow-Up To Manager Rules - OneNote Mark Categorize Follow Up - Translate - S

Junk - Reply & Delete Reply & Delete Done Create New Move - Actions - Unread Tags Editing

Tue 11/27/2018 10:46 AM

JE Jebro eReports
ACH - DEBIT 2018-11-30

To: example@customer.com

Cc: [Redacted]

DRAFT.pdf
182 KB

Jebro Inc.

MDUR Treasury Co #23
ACH DEBIT DRAFT NOTICE

2303 Shilpood Drive
Savannah, GA 31111
Phone 712-234-2800
Email clodg@jebro.com

DATE: 11/27/2018
DRAFT AMOUNT: \$13,776.97
*DRAFT DATE: 11/30/2018
TERMS: .5% 10 Net 10

GREAT CUSTOMER - 999999
INVOICE SUMMARY

Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount	Draft Amount
999999	11/20/2018	11/30/2018	\$13,846.20	\$69.23	\$13,776.97
11/30/2018 AMOUNT OF DRAFT					\$13,776.97

Example 2: Jebro Incorporated ACH Debit Draft Notice email with attachment – Multiple Invoices

ACH - DEBIT 2018-11-30 - Message (HTML)

File Message Help Adobe PDF Tell me what you want to do

Ignore Delete Archive Reply Reply Forward Meeting IM + Follow-Up To Manager Rules - OneNote Mark Categorize Follow Up - Translate - S

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Jebro Inc.

MDUR Treasury Co #23
ACH DEBIT DRAFT NOTICE

2303 Shilpood Drive
Savannah, GA 31111
Phone 712-234-2800
Email clodg@jebro.com

DATE: 9/11/2018
DRAFT AMOUNT: \$41,868.75
*DRAFT DATE: 9/14/2018
TERMS: Net 30 Days

GREAT CUSTOMER - 999999
INVOICE SUMMARY

Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount	Draft Amount
123456	8/15/2018	9/14/2018	\$13,938.75	\$0.00	\$13,938.75
123457	8/15/2018	9/14/2018	\$13,996.50	\$0.00	\$13,996.50
123458	8/15/2018	9/14/2018	\$13,933.50	\$0.00	\$13,933.50
9/14/2018 AMOUNT OF DRAFT					\$41,868.75