



Employment & Tenant
Background Screening
PH: 1-800-341-0022
www.orcainfo-com.com

April 3rd, 2020

ORCA WILL SURVIVE THIS ECONOMIC STANDSTILL!
Changes To Client Payment Policy

We are proud to be one of the few companies considered an “essential service”. We are allowed to keep our doors open, employ good, hard-working people, assist landlords in renting to applicants and employers to continuing hiring. To survive this troubling economic time, we have implemented a new policy for clients to pay.

As always, all invoices are “due upon receipt”. To assure Orca stays economically healthy we will now make sure this policy is followed - to the letter. For those who have always been timely with your payments, WE THANK YOU! For those who have not, we are creating this message. As of April 1st, 2020, any accounts not paid by the 20th of the month (after a billing) - your report viewing page will be shut down (some already are). This means you will not be able to view reports until past due invoices are paid. If we are working on any reports they will be held until payment is made.

When you call into billing department to pay your past due invoice(s) you will be given a document to fill out agreeing to the following type of payment:

1. ETF (electronic transfer of funds) OR;
2. Credit Card payment

All accounts will be paid by the above method IF PAYMENT IS NOT RECEIVED ON OR BEFORE THE 20th of each month by check.

We appreciate your help in this new policy. ORCA appreciates your help in keeping our doors open so we can continue to serve employers and landlords with quality background check reports. Orca appreciates your business and we are grateful for your trust and loyalty.

Sincerely,

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