

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 <https://www.officeclip.com/web/ordernow1.aspx>, 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: PO Box 920598, Norcross, GA 30010-0598

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 ocaccounts@officeclip.com.

Payment by PayPal

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