



## Understanding Invoices and Payment Terms

### 💰 Payment Options

With the Exigent Payment Portal [[www.exigent.net/pay](http://www.exigent.net/pay)] you can manage and pay invoices, all on our secure platform. Within the portal, you can:

- View and print invoices, including due dates and balance
- Pay invoices
- View your payment history, including past, pending and scheduled payments
- Store and use multiple payment methods, including credit card or ACH options
- Set up automatic payments

If you don't yet have access to the payment portal at the link above, simply click "Request Account" to begin.

### 💰 Creating Your Billing & Accounting Contacts

To facilitate communications, please email us the contact information for your accounting team members and/or the person you would prefer as the recipient of invoices and accounting paperwork.

- Email [accounting@exigent.net](mailto:accounting@exigent.net) with the full names, titles, email addresses, and phone numbers of those contacts
- We are more than happy to send communications to multiple people if needed

### 💰 Are you tax-exempt?

Please provide a copy of your tax exemption certificate for our records.

### 💰 Need to get in touch with our accounting team?

- Email [accounting@exigent.net](mailto:accounting@exigent.net)
- Call (877) EXIGENT and selecting the option for accounting
- You can send documents to the team via fax at 973-770-0900

### 💰 Payment Terms

- By default, all invoices are Due Upon Receipt
- To request a credit limit and Net 30-day terms, contact us at [accounting@exigent.net](mailto:accounting@exigent.net)
  - Credit and Net 30-day terms apply to products and services only, not managed services agreements
  - Unless otherwise noted, Credit cannot be used when a deposit is required – such as with a project

### 💰 Video: Learn more about making payments



[<https://24140217.fs1.hubspotusercontent-na1.net/hubfs/24140217/Videos/exigent-customer-video-payment-portal.mp4>]



## Exigent Invoicing and Payment Options

New clients often have questions about how Exigent invoicing works. While we've made several changes over the past few years to make our invoices easier to understand, we've created this guide to provide clarity.

### Three Main Types of Invoices

**1. Assurance Managed Services, and managed solutions such as Boundary Firewall-as-a-Service and Prevent Backup and Disaster Recovery, are Agreement Invoices.**

- Billed prior to the start of each month (Example: March invoice will arrive in late February)
- Due on receipt
- 1.5% finance charge on all unpaid invoices after 60 days
- Staffing contracts are also included in agreement invoices.
- Invoices available for review and payment in the payment portal the next day [[www.exigent.net/pay](http://www.exigent.net/pay)]

**2. Projects such as Microsoft 365 migration or network infrastructure builds are invoiced separately from agreement invoices**

- Billed twice a month
- A "progress invoice" for projects often reflects a down payment amount paid and the remainder due
- Invoice includes quote identifying number as PO No.
- Due on receipt unless otherwise noted
- Clients can apply for extended payment terms but only for product purchases and/or projects
- Can see invoices in payment portal – available the next day
- Finance charge on all invoices more than 60 days – 1.5%

**3. Product purchases are also billed separately from agreement invoices.**

- Product invoices are singular bills
- Clients can apply for extended payment terms but only for product purchases and/or projects
- Can see invoices in payment portal – available the next day
- Finance charge on all invoices more than 60 days – 1.5%

All payments can be made through our payment portal at [www.exigent.net/pay](http://www.exigent.net/pay), which can also be found within the client portal on the main website.

## Agreement Invoice Sample

Exigent Technologies LLC  
55 Madison Avenue  
Suite 400  
Morristown, NJ 07960  
(973) 770-0500

DUE UPON RECEIPT



<b>Bill To:</b>		<b>Date</b>	<b>Invoice</b>
Company Name		01/01/2025	12345
		<b>Account</b>	
		Company Name	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	01/01/2025		Monthly Billing for January

Other Charges	Quantity	Price	Amount
Agreement Backupfy			
Backupfy, Monthly Recurring (per user, per domain)	786.00	\$7.16	\$5,627.76
<b>Total Other Charges:</b>			<b>\$5,627.76</b>

Make checks payable to Exigent Technologies LLC	<b>Invoice Subtotal:</b>	\$5,627.76
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$5,627.76</b>
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	<b>\$5,627.76</b>

For your convenience, we accept VISA, MASTERCARD, AMERICAN EXPRESS and eCheck/ACH.  
Go to [www.exigent.net/pay](http://www.exigent.net/pay) to manage and pay bills online.

## Project Invoice Sample

Exigent Technologies LLC  
55 Madison Avenue  
Suite 400  
Morristown, NJ 07960  
(973) 770-0500



PAID

<b>Bill To:</b>		<b>Date</b>	<b>Invoice</b>
Company Name		12/31/2024	83759
		<b>Account</b>	
		Company Name	

Terms	Due Date	PO	Reference
N/A	12/31/2024		

<b>Project Name</b>	AAAQ18264 - Additional Licenses and Laptops		
<b>Billing Type</b>	Progress		
<b>Original Downpayment</b>	\$22,183.33		
<b>Amount</b>	\$20,805.00		

Other Charges	Quantity	Amount	Amount
Progress Invoice			\$13,000.00
<b>Total Other Charges:</b>			<b>\$13,000.00</b>

Adjustments	Quantity	Amount
Covered by Downpayment		(\$13,000.00)
Remaining Balance: \$7,805.00		
<b>Total Adjustments:</b>		<b>(\$13,000.00)</b>

	<b>Invoice Subtotal:</b>	\$0.00
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$0.00</b>
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	<b>\$0.00</b>

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## Product Invoice Sample

EXIGENT TECHNOLOGIES LLC  
 55 Madison Avenue  
 Morristown, NJ 07960  
 (973) 770-0500

### Product Invoice



DATE	INVOICE #
1/2/2025	83732

<b>BILL TO</b>
Company Name

SHIP TO
Company Name

PO NO.	TERMS	DUE DATE
AAAQ18310	Net 30	2/1/2025

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	Barracuda E-Mail Protection Email Gateway Defense - Subscription License - 1 Year  Product: Barracuda Essentials - Advanced Email Security (Cloud Version) Serial Number: BAR-EOE-880135 Renewal Date: 01/31/2025	7,795.20	7,795.20T

Subtotal	\$7,795.20
Sales Tax (6.625%)	\$516.43
<b>Total</b>	<b>\$8,311.63</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$8,311.63</b>

Make checks payable to Exigent Technologies LLC  
 If paying via US Postal Mail, please note that we've moved.  
 Our new address is: 55 Madison Ave. STE 400, Morristown, NJ 07960

For your convenience, we accept VISA, MASTERCARD, AMERICAN EXPRESS, and eCheck/ ACH.  
 Go to [www.exigent.net/pay](http://www.exigent.net/pay) to manage and pay bills online.