

PREPAYMENT POLICY

Policy is applicable to all private and municipal laboratories. The CAEAL Board of Directors has approved the following prepayment policy effective January 1, 2005.

“All federal and provincial government laboratories will be required to provide a signed Purchase Order or Contract prior to delivery of goods or services for the expected value of such goods and services.”

Proficiency Testing (PT) Samples Fees

All PT samples fees of each PT test group will be invoiced **two (2) months prior** to the delivery date of said samples. If required, a supplementary invoice or credit note will be issued to adjust for actual samples delivered.

NOTE: PREPAYMENT FOR PT WILL BEGIN WITH THE MARCH 2005 STUDY

Site Assessment Fees

1. **When laboratories receive written confirmation of their scheduled site assessment**, (at or around the end of February, 2005) they will be invoiced for a deposit against their site assessment fees as indicated below:

	Canadian Labs	International Labs
Biennial assessment	\$2,000	\$2,000 (USD) + estimated travel
Abbreviated assessment	\$1,000	\$1,000 (USD) + estimated travel

Two (2) months prior to their scheduled assessment, laboratories will be invoiced for their estimated site assessment fees minus the previously invoiced deposit. If required, a supplementary invoice or credit note will be issued to adjust for actual appendices assessed.

Annual Membership Fees

2005

Current CAEAL Memberships will expire on March 31, 2005. To ensure no time lapses without a valid membership, on or about February 1st, 2005, membership fees will be invoiced for an amount equal to 9 months or 75% of the Annual Membership fees for the period April 1 to December 31, 2005. Any new members joining throughout the year will be invoiced for a pro-rated amount of the annual membership fee at the time of joining the association.

2006

Annual membership fees will be invoiced two (2) months prior to the expiry date of the current membership. This ensures no time lapses without a valid membership. Any new members joining throughout the year will be invoiced for a pro-rated amount of the annual membership fee at the time of joining the association.

CAEAL Annual Accreditation Fees

All CAEAL Annual Accreditation Fees will be invoiced the on the first day of the beginning of a new fiscal year (January 1st). Any laboratory that is accredited during the fiscal year will be invoiced for a pro-rated amount of the CAEAL Annual Accreditation Fee at the time the accreditation is granted.