

## **INTERNATIONAL PAYMENT OPTIONS:**

Once confirmation of payment is received, money will be posted and you will be sent a receipt.

### **CASH:**

- Family member or friend can come by our office (12121 Richmond Avenue – Ste. 315 – Houston, TX 77082) to make payment.
- Person should be able to provide us with: Your name, date of birth, month your baby is due

### **DEBIT/CREDIT CARDS:**

- Call our office between 8:30 – 5:00 Monday – Thursday or 8:30 – noon on Fridays. We are on answering service daily for lunch (noon – 1:30 p.m.)
- Anyone answering the phone can assist you.
- Please have the following information available:
  - Month your baby is due (so we can locate your paperwork)
  - 16 digit card number
  - Expiration Date
  - Security code (3 or 4 digit number usually found on back of card)
  - \$ amount you wish to pay
  - Name of the person whose name appears on the front of the card

### **WIRE TRANSFERS:**

1. Notify your bank that you wish to make a wire transfer to Dr. La
2. Provide the bank with the Wire Transfer Form (*please request from our office*)
3. Add \$15 to cover the amount our bank charges to handle the transaction
4. **VERY IMPORTANT TO ENSURE CREDIT OF PAYMENT:**
  - Contact [sharshman@doctorla.com](mailto:sharshman@doctorla.com) to notify me of date of transfer and \$ amount
  - Once money has been received, payment will be posted to your account and receipt will be sent to you via email.

### **REFUNDS:**

- Money will be refunded in the same manner original payment was made (*example: If you paid with credit card, we will refund to the credit card*).
- Full amount of payment, less \$250 non-refundable deposit PLUS \$50 wire transfer fee (if original payment was made by wire)
- Your bank may charge a fee on their end.