Asbestos Analysts Registry
2019 Invoice Payment Instructions

This invoice was generated based on your organization’s current enrollment in the AIHA Registry Programs’ Asbestos Analysts Registry (AAR) program. We urge you to carefully review this invoice and immediately contact us if you would like to make any changes in your 2019 participation or if you find any errors in your invoice.

The AAR Program Fee Schedule can be found at: https://www.aiha.org/registries/aar/Pages/Forms-and-Fees.aspx

Remittance Instructions
Payments must be made payable to AIHA Registry Programs and be remitted to:

AIHA Registry Programs
PO Box 34883
Alexandria, VA 22334-0883 USA

Do not send combined payments for other AIHA programs, products or services. Payments for the AIHA Proficiency Analytical Testing Programs or AIHA Laboratory Accreditation Programs, LLC must be made separately. Sending combined payments or sending payments to AIHA may result in a delay in posting your payment and may result in your samples and/or results being held for lack of payment.

Payment Methods
Checks are to be mailed to the remittance address noted above.

Credit card payments may be made to our secure fax, +1 703.207.8558, or mailed to AIHA Registry Programs, Attn: Anthony Hodge, 3141 Fairview Park Dr Ste 777, Falls Church, VA 22042 USA. Please use this physical address for FedEx/UPS or any other payments being sent express.

To pay by credit card, the following information must be included on a copy of your invoice or you may include a completed Credit Card Charge Authorization Form (page 7 of the AAR Program Fee Schedule):

- Credit card type (we accept Visa, MasterCard, or American Express)
- Credit card number
- Expiration date
- Card holder name
- Signature

You may omit the credit card number and call us to process your payment at +1 703.846.0755, provided the other information noted above is submitted with the invoice.

Purchase orders, as a method of payment, must be approved by AIHA Registry Programs prior to submittal. Your approved purchase order can be emailed, Registries@aiha.org; faxed, 703.207.8558, or sent via post to AIHA Registry Programs, 3141 Fairview Park Dr Ste 777, Falls Church, VA 22042 USA

NOTE: Regardless of payment method, please include a copy of your invoice with your payment. Failure to do so may result in a delay in posting your payment and may result in your AAT samples and/or your AAT Performance Results Report being held until payment is received.

Late Payment: Penalties and Actions
Payment is due in full within 30 days of the invoice date. If payment in full is not received within 45 days, your account will be assessed a late fee of 1% of the outstanding balance each month your account is delinquent.

- AAT Performance Results Reports will be held until payment is received beginning with AAT round 129
- AAT samples will be held until payment is received beginning with AAT round 130
- Organizations will be dropped from the program for non-payment if the annual participation invoice is not paid-in-full by the close of AAT Round 130

Questions?
Please contact us with any questions, to make changes in your participation, or to correct errors in your invoice at Registries@aiha.org or (703) 846-0755.