

# Billing Options

There are no sign up fees for using CONFIRMATION - charges are determined based on the request type and number of forms initiated by the auditor to each responder. Fees are calculated and charged at the time of initiation with all payments made by credit card. There are two credit card payment methods available on CONFIRMATION:

Individual Credit Card	Office Credit Card
<ul style="list-style-type: none"> <li>• Users enter card details when sending requests.</li> <li>• Typically a firm/office credit card is used.</li> <li>• Personal cards can also be used, with the user submitting an expense claim back to the firm.</li> <li>• Default method for all newly registered firms.</li> </ul>	<ul style="list-style-type: none"> <li>• Firms can link a credit card to one or more offices.</li> <li>• One or more users are nominated to become Supervisors to oversee billing and usage.</li> <li>• All confirmations sent by users in the selected office(s) are charged to the central credit card.</li> </ul>

## Office Credit Card Setup

Region	Call
USA & Global	+1 866 325 7201
Europe	+44 (0)20 3770 5450

Please visit [confirmation.com/contact](http://confirmation.com/contact) for the full global office directory.

## Payment Reconciliation

To assist in payment reconciliation, client billing reports and office billing reports are available for download via the Reports tab. To access office billing reports, firms must nominate one or more supervisors for the office.

	Standard Users	Supervisors
Send confirmations	✓	✓
Client billing reports	✓	✓
Office billing reports	✗	✓
User management	✗	✓
Client management	✗	✓
Suitable for	Firms with low numbers	Frequent Users
Setup	Default option	Contact Support