



NATIONAL SOCIETY OF BLACK ENGINEERS

Commitment Form

Name of Organization:

Billing Address:

City, State, Zip:

Bill To Name:

Billing Email:

Billing Phone Number:

Sponsorship:

Amount: \$

CANCELLATION/PAYMENT/REFUND POLICY

All payments must be received no later than **March 1, 2022**. Invoices that remain unpaid after March 1, 2022 will be subject to having their associated sponsorship forfeited. ANY outstanding invoice(s) with NSBE after this date will prohibit entrance to the career fair and/or college fair/graduate school floor(s). Additional items purchased after March 1, 2022 will require a credit card payment only: no other form of payment will be honored after this date with the exception of forms mailed in along with a check with prior approval). There will be no invoicing after March 1, 2022.

- A **10% late fee** will be assessed to all payments made after **March 1, 2022**. There will be a **25% Administrative Fee** for any sponsorship cancellations after **January 3, 2022**. This includes paid and unpaid invoices. There will be **no refunds** after **January 31, 2022**.
- Certain sponsored events/items will require advance payment prior to **January 3, 2022**.

This form must be submitted to **commitments@nsbe.org** in order to be accepted.

I, _____ (Client's Name), have read and agree the terms and conditions of this commitment form.

Client's Signature

Form of Payment

Please expect five (5) working days after you submit your completed commitment form to **commitments@nsbe.org** before your Billing Contact receives an invoice.

Select your chosen form of payment below and follow the provided instructions.

ACH/ DIRECT DEPOSIT

Please request a copy of our W9 form from **commitments@nsbe.org**.

CHECK

Make check payable to National Society of Black Engineers at 205 Daingerfield Road, Alexandria, Virginia 22314, ATTN: Commitments. The check must include a copy of the invoice or invoice number as a reference.

VENDOR PAYMENT PORTAL

Please send all documents that need to be completed by NSBE to **commitments@nsbe.org**

NOTE: Any contracts or legal documentation that NSBE needs to be completed must be provided to **commitments@nsbe.org** 4-5 weeks before the desired return date.

PLEASE PROVIDE ADDITIONAL INVOICING INSTRUCTION HERE:

Credit Card

Card Type:

Card Number:

Name on Card:

Expiration Date:

Security Code:

On behalf of the National Society of Black Engineers, we thank you for your commitment and the continued efforts *to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally, and positively impact the community*

For questions about your partnership, please reach out to
national_partnerships@nsbe.org.