



## **PAYMENT POLICIES AND PROCEDURES**

**Please allow this letter to serve as our request to receive an advance payment for Eat Lafayette Video Production to be paid Cash in Advance. Cash in Advance generally means a credit card, money order, check, or cashier's check.**

**Money Order, Check, or Cashier's Check Payments must be sent to the following address:**

**Townsquare Media  
Attn: Dawn Richard  
1749 Bertrand Drive  
Lafayette, La 70506**

**Credit Card Payments:**

**You can call in these payments to Tammy Thompson, (337) 233-6000 X212.**

**If you have any questions, please feel free to contact me.**

**Tammy Thompson, Business Manager**

Townsquare Media Lafayette  
[Tammy.Thompson@townsquaremedia.com](mailto:Tammy.Thompson@townsquaremedia.com)  
Office: 337-233-6000 ext 215 | Mobile: 337-254-4037  
KMDL | KTDY | KFTE | KHXT | KPEL-FM | KPEL-AM | KROF  
+ web + events + mobile = Main Street's Growth Engine