

The Tidy Fairies Company Policy: Payment for Cleaning Services

Policy Statement:

This policy outlines the procedures for payment of cleaning services, including payment due dates, methods, follow-up procedures, and late payment fees. It is designed to ensure efficient processing and collection of payments. The cost of cleaning services is calculated based on an hourly rate, which is determined by the specific service provided, plus GST.

Policy Details:

- 1. Payment Due:**
 - Payment is due upon completion of the cleaning services.
- 2. Payment Methods:**
 - Payments can be made via cash or bank transfer.
 - An invoice will be issued following the completion of the service.
- 3. Costing of Services:**
 - Cleaning services are charged at an hourly rate, determined by the service provided, plus GST.
- 4. Follow-Up Procedures:**
 - Invoices not paid within 48 hours of service completion will prompt a courtesy follow-up text and a secondary invoice.
 - Accounts that remain unpaid 24 hours prior to the next scheduled cleaning may result in the appointment being cancelled. Cancellation charges will apply in accordance with our cancellation policy.
- 5. Late Payment Fee:**
 - A \$10 late payment fee may be applied to any invoice not paid within 48 hours of service completion. This fee may be added in addition to the service cost and any other applicable charges.

Effective Date:

[Insert Date]

Review Date:

This policy will be reviewed annually or as required.

Approval:

[Name]

[Title]

[Company Name]

[Date]