

## **SCHEDULING & PAYMENT POLICY:**

- WE CHARGE \$160 PER HOUR FOR ALL TRADES AND TASKS.
- OUR SERVICE HOURS ARE 9AM-3PM. WE ARE FLEXIBLE AND CAN DISCUSS HOURS OUTSIDE OF THESE.
- WE BOOK CLIENTS FOR TUESDAYS, WEDNESDAYS, AND THURSDAYS, LEAVING MONDAYS AND FRIDAYS AVAILABLE FOR RE-SCHEDULES AND ADMINISTRATIVE WORK. WE ARE CLOSED ON WEEKENDS.
- WE WILL WORK WITH ANYONE'S BUDGET. COMMUNICATE WITH US, SO WE CAN MAKE SUGGESTIONS TO STAY WITHIN YOUR FINANCIAL BOUNDARIES.
- WE WILL ADD SUPPLIES TO THE INVOICE THAT ARE DISCUSSED ON A CASE BY CASE BASIS. MOST SUPPLIES THAT ARE ADDED TO THE INVOICE INCLUDE (BUT ARE NOT RESTRICTED TO) LUMBER, DRYWALL (FOR LARGE PROJECTS), TILE, FIXTURES (PLUMBING & ELECTRICAL), COUNTER TOPS, OR CABINETS.
- WE SEND INVOICES EVERY WEEK FOR THE PREVIOUS WEEK.
  THIS HELPS US STAY ORGANIZED, AND OUR CLIENTS AWARE
  OF PROGRESS, AND WHAT IS YET TO BE DONE ESPECIALLY
  ON LARGER PROJECTS.
- WE ARE <u>NOT</u> A GENERAL CONTRACTOR. PERMITS AND INSPECTIONS ARE THE HOME OWNER'S RESPONSIBILITY, WHEN NEEDED.
- IF YOU CANNOT PAY YOUR INVOICE IN FULL, WE ARE HAPPY TO DISCUSS A PAYMENT PLAN THAT WORKS FOR EVERYONE.
- REMEMBER TO PAY YOUR INVOICES PROMPTLY. WE ARE A TINY BUSINESS, AND YOUR PAYMENT DIRECTLY SUPPORTS OUR FAMILY.