



732-330-2500

lakeshorelandscapingllc@gmail.com

209 Spruce Drive - Brick, NJ 08723

www.lakeshorelandscapingllc.com

January 23, 2025

Dear Valued Customer,

Thank you for choosing Lakeshore Landscaping, LLC. To ensure smooth operations and maintain the level of service you've come to expect, we want to share our updated payment policies for the upcoming season. Please read this carefully, as we've made some important changes.

Payment Policy for Grass Cutting and Regular Maintenance

- A **\$20 late payment fee** will be applied to invoices not paid by the due date. A 15-day grace period from the invoice date will typically be provided, but this will be strictly enforced this year to sustain efficiency.
- **Returned payments** will incur a return fee.

If you have any issues making a payment, please contact us directly by phone at **732-330-2500** (no text messages or emails). If you reach voicemail, leave a detailed message including your name, address, and phone number.

Tax and Administrative Fees

- New Jersey **sales tax** will be added to each invoice unless a valid ST-8 exemption form is provided.
- If we are required to print or retrieve verification of payments, a **\$2.50 administrative fee** will apply. This fee will be refunded if the history confirms an error on our part.

Cash and Check Payments

- Cash and check payments made in person will be collected **once a month on designated dates**.
- Payments will **only be accepted directly by the owner, Steven Scerbo**. No payments are to be transferred to any other Lakeshore employee unless explicitly authorized. This policy minimizes confusion and ensures accurate processing.
- If mailing a check, please address it to:

Lakeshore Landscaping, LLC

209 Spruce Drive, Brick, NJ 08723

Please **do not drop off payments in person**.

Additional Work or Materials

- Payment for services outside of regular maintenance is due **upon completion**.
- Larger jobs requiring materials or equipment may require a **deposit** upfront.

Credit Card Payments

- Credit cards on file will be **fully implemented in the 2026 season**. Many customers have already transitioned to this system, and we encourage you to do so as well for convenience and peace of mind.
- Your card will **not be charged automatically** if you choose to pay by another method before the due date. Contact us for assistance in setting up this option.

We greatly appreciate your cooperation as these updates go into effect. Should you have any questions or concerns, please don't hesitate to contact us at the number above. Thank you for your continued trust in Lakeshore Landscaping, LLC.

Warm regards,

Steven Scerbo

Owner, Lakeshore Landscaping, LLC