



# Billing and Invoicing Guidelines

West Bend Dyno Tuning is happy to serve all types of customers with a variety of budgets. In order to facilitate the most accurate invoicing and to ease any associated confusion on certain types of builds, we use the following invoicing and billing guidelines.

## Projects UNDER \$5000

- We require FULL payment on ALL parts, tax, and applicable shipping BEFORE work begins.
- Labor and Dyno time are collected upon delivery.

## Projects OVER \$5000

- We require FULL payment on ALL parts, tax, and applicable shipping BEFORE work begins.
- Parts and Labor invoicing will accrue once project begins and will be collected on a weekly or bi-weekly basis.
- Additional parts, tax, and applicable shipping will be billed and collected as project continues.
- The **MAXIMUM** allowable limit on outstanding labor / dyno debt is \$1000.
- Should outstanding debt not be caught up, project work will cease until debt is paid.

## Power Packages and Superchargers (exempt from the \$5000 cutoff)

- We require a down payment on ALL parts, tax, and applicable shipping BEFORE work begins (approx. 75% of total package price)
- Remaining package balance, additional labor and dyno time are collected upon delivery.

Additional modifications and parts that are added to the work order AFTER a project begins are still subject to these requirements.

Unpaid debt is subject to a 1.5% monthly finance charge after 7 days.

Vehicle is subject to a \$10/day storage charges after 7 days. Indoor storage is not implied or guaranteed at any time.

**I have read, understand and agree to the above guidelines.**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_