

# AQUARIAN GARDENS

## BILLING POLICIES & INFORMATION

*Please sign and return to Aquarian Gardens.*

### LABOR DEFINITIONS

**Consultation:** Includes meetings and phone appointments as well as consultation, site assessment and advice provided in the initial stage of creating a garden.

**Design & Planning:** Once a general plan is agreed upon, the specific design work is done. This stage includes detailed estimates, research, on site planning and drafting time.

**Preparation, Planting & Maintenance:** Aquarian Gardens provides skilled labor to implement your garden plans. This may include prep time, on site soil preparation, planting, mulching, fertilizing, watering and weed control. Charges include transit time.

**Tree Trimming, Rock & Hardscape Work, Mowing & Leaf Blowing:** These activities are billed at a higher rate due to their physical difficulty, our workers are paid a higher rate for them.

### BILLING

- Accounts are billed monthly or bimonthly. Installations are billed upon completion.
- Bills are due upon receipt. (Bills are to be paid promptly upon receipt of the invoice).
- Payments may be made by check or major credit card.
- Payments not received within 30 days of billing date are subject to a monthly finance charge of \$15.00 and 1.5% interest per month.
- Customers must pay up to 50% of the estimated amount for new projects prior to start date. Additional pre-payments may be required at the discretion of management.
- Maintenance customers will pay an annual deposit at the beginning of each season.
- Existing customers with good payment history and accounts paid in full will receive service on credit. (Excludes new installations.)
- Customers who consistently pay bills postmarked within 10 days of receipt will receive an automatic 5% discount applied to each bill or purchase.  
*For example, a \$500 bill will receive a \$25 discount. This credit does not apply to prepayment for new installations. Accounts must be paid in full to be eligible for this discount. Eligibility for this credit will be assessed semiannually and is at the discretion of Aquarian Gardens management.*
- Customers who pre-pay for an entire project or for garden services will receive an automatic discount of 8%.

### GENERAL POLICIES

- Aquarian Gardens will provide all plant material and mulch. See the price sheet for prices of labor, plants and materials.
- There is a one hour minimum charge for all services, see list above.
- Aquarian Gardens is not responsible for survival of plant material after the garden is installed unless the customer is receiving Full Garden Maintenance. Full Garden Maintenance includes regular maintenance visits by Aquarian, a minimum of every three weeks, throughout the entire garden season (April through October.)
- Installation of a garden by Aquarian Gardens does not include repair of damage to the garden due to erosion, storm damage, drought or other natural conditions that may damage a garden after installation. Aquarian Gardens is available to repair damaged gardens upon request.
- Designs are approved for one time use by the client; Aquarian Gardens reserves copyright and distribution rights to all designs.

I have read and understand this billing policy and agree to the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Thank you for your business!***