

**Westcal Mechanical, Inc.**  
**Accounting Policies & Procedures**

Westcal Mechanical Inc.'s accounting department strives to meet your needs. Please notify us immediately of any payment delays or need for payment arrangements.

Westcal Mechanical Inc.'s general accounting policies & procedures are:

- **Terms:**
  1. All accounts are 30-day accounts unless otherwise specified in writing
- **Credit Line:**
  1. Most properties are extended an initial \$2,000 credit limit.
  2. Properties with a good payment history may, upon request, be allowed to extend credit on the basis that their account stays current.
  3. Credit limit is subject to change based upon payment history.
- **Invoices:**
  1. Invoices are issued upon completion of work to the property, unless otherwise specified.
  2. If account is past due, invoices will be sent to property management companies.
  3. Any account over 90 days, invoices will be sent to property management companies and listed property owner with notification of pending legal action.
- **Late Fees:**
  1. \$35.00 late fee per invoice is applied to all invoices over 45 days.
  2. In the special case of a late fee waiver, if account is not paid as per agreement with fee waiver, waiver is null and void. Late fee will be retro-activated to original date.
- **Collection Procedures:**
  1. Accounts exceeding 45 days past due are placed on C.O.D. status at the discretion of Westcal Mechanical, Inc.
  2. 30-day accounts that reach 60 days past due are subject to a mechanics claim of lien on the property owed with a \$75.00 lien fee.
  3. 30-day accounts that reach 90 days past due are subject to legal action. Customer is responsible for all costs of any legal action taken.
- **Incorrect Billing:**
  1. Upon verification of over billing, we will credit the invoice to your account immediately.
  2. Misbilling and mathematical errors, if error is within reason (approximately \$25.00) we will not bill your account the difference.
- **Billing Dispute:**
  1. Disputes with an invoice should be brought to Westcal Mechanical Inc.'s attention immediately in writing.
  2. Verbal disputes will be accepted, but must always be followed up with a written notification.
  3. Any dispute received after 45 days of original date of invoice will be considered only at Westcal Mechanical Inc.'s discretion.
  4. Billing disputes are not to be used as a payment delay tactic. We expect all other invoices to be paid according to the original agreement.
  5. Billing disputes do not delay legal action.

**Westcal Mechanical Inc.  
Credit Application**

Date: \_\_\_\_\_

**Property Information:**

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Staff Information:**

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Maintenance Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

**Purchase Order Required:** Yes [  ] No [  ]

**Management Company:**

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Owner Name:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Billing References:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

I have received, read, and understand **Westcal Mechanical, Inc's Accounting Policies & Procedures**. Any questions or concerns have been addressed and explained to my satisfaction. My signature signifies the acceptance of the agreement by my company. **Fax to: (714)628-1334**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_