



### **Billing and Invoicing Guidelines**

Innovative Restorations takes pride in offering high-quality service for customers with diverse vehicle projects and personal budgets. To ensure complete transparency regarding budgets, Innovative Restorations has implemented the following billing and invoicing policies.

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- **Full payment** for all parts, taxes, and relevant shipping/handling is required **before** work begins.
  - Invoicing for parts and labor will start once the project begins and will be collected weekly or bi-weekly as decided by Innovative Restorations.
  - Additional parts, taxes, and applicable shipping/handling costs will be invoiced and collected as the project progresses.
  - **Invoices are cumulative.** Each invoice includes all work billed to date, minus any payments made to provide a clear and complete view of the project's total cost. The balance due on the latest invoice reflects the amount currently owed after all previous payments have been applied.
  - **Invoices are due upon receipt.** A **\$100 late fee** will be applied to payments not received within **48hrs.**
  - If payment is overdue by 7 days, the project status will change from Active to Storage.
  - **Storage Status:** Vehicles are subject to a \$100/week storage charge applied every Monday while in storage status. Once storage fees and unpaid balances are paid in full, the vehicle will **re-enter the end of the work queue** and resume active status.
  - Customers may remove their vehicle at any time upon full payment of all outstanding invoices and fees. Vehicles will not be released until the account balance is paid in full.
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I wish to receive invoices by:     text message                       email

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

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

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

*This policy is subject to change at any time at the discretion of Innovative Restorations.*