

Jacobson's Mulch and More

Policies and Procedures

New Sales and Material Dropping Procedures

All customers coming into Jacobson's Mulch MUST stop at the office before dropping materials or loading with materials.

- All drivers/employees must stop at sales office to sign their ticket.
- All sales and dropping fees must be paid at time of sale.
- All drivers/employees must stop at sales office to get direction on placement of dropping material.

Smoking

Absolutely **NO** smoking on Jacobson's Mulch and More property.

Material Drop

Dropping material is only permitted during business hours.

- Absolutely **NO** dumping after hours.
- We only accept logs, wood chips and brush. If there is trash, of any sort, in your load you are subject to a fine of \$200 each load and all disposal privileges revoked.

Contractor Pricing

You must have the following on file to receive contractor pricing.

- Business Information sheet completed and signed.
- TID # and in Active Status
- Policies and Procedures signed.

Credit Account

To have a credit account and leave an open balance you must have the following on file.

- Business information sheet completed and signed
- Business card on file.
- Credit application completed and signed with approval.

Past Due Account

All Credit accounts are due in 25 days. Bills are sent out between the 25th and 30th of the month and are due the 25th of the following month!

- All accounts not paid by the 25th of the month will incur a 5% late fee each month not paid in full.
- If no payment has been made on the account on the second month, you must pay for material each time you come in after that PLUS make a payment on your overdue balance each month.
- All accounts with overdue status after the third month, will no longer be a credit account, you must pay for material at the time of sale.
- If NO payments have been made after three months you will be turned into collections.

X

By signing, you have read and understood the policies and procedures.