

New Customer Setup

General Information

Customer Name		
Property Address 1		
Property Address 2		
City/State/Zip		
Business Type		
Phone	Alt Phone	
Email		

Billing Info

Billing Name		
Billing Address 1		
Billing Address 2		
City/State/ Zip		
Billing Contact		
Billing Phone	Alt Phone	
Billing Email		
Tax Exempt	☐ No	☐ Yes (attach certificate)

Invoice Terms of Service

All invoices are due and payable within Net 30 days of the invoice date unless otherwise specified in writing. Payments not received by the due date may incur a late payment fee of 1.5% per month on the outstanding balance. Accepted payment methods include check, ACH transfer, wire transfer, or credit card, with applicable processing fees for credit card payments. Please include the invoice number with all payments to ensure accurate processing. Any disputes or discrepancies regarding an invoice must be reported in writing within 14 days of the invoice date, after which the invoice will be deemed accepted as issued. Applicable taxes, including sales tax, are the customer's responsibility unless a valid tax exemption certificate is provided at the time of purchase. If payment is not received within 10 days after the due date, Voytko Mechanical reserves the right to suspend ongoing services until the account is current. Accounts more than 30 days overdue may be referred to collections, and the customer will be responsible for all associated fees, including attorney and collection costs. Returned checks or failed payments will incur a \$25 returned payment fee in addition to any bank charges. Invoices for ongoing service agreements, maintenance contracts, or time-and-materials projects will adhere to the terms outlined in the original contract or estimate, with additional work outside the original scope invoiced separately. Voytko Mechanical is not liable for delays in service or delivery caused by circumstances beyond its control, including natural disasters, labor strikes, or supply chain disruptions. All invoices and transactions are governed by the laws of the State of California. Customers are responsible for ensuring that all billing and contact information is accurate and updated promptly to avoid delays in processing. Invoices and payment terms are confidential and intended solely for the customer; unauthorized sharing or reproduction of this document is strictly prohibited.

☐ Please send a credit application