

JIM'S LAWN & LANDSCAPE

SPRING / SUMMER / FALL WORK ORDER

TO ENSURE PLACEMENT ON THE SCHEDULE, PLEASE SIGN, DATE AND RETURN WORK ORDER

<u>PROVIDER</u>	<u>CUSTOMER</u>
<p>Jim Koessler, Owner Jim's Lawn & Landscape 3585 Pioneer Trail Medina, MN 55340 763-350-2969 jimslawnandlandscape@gmail.com</p> <p style="text-align: center;"><u>Office Manager</u></p> <p>Sandy Koessler 612-327-4482 sandyrk.JLL@gmail.com</p>	<p>Service Address: _____ _____</p> <p>Customer Name: _____</p> <p>Billing Address: _____ _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>

PLEASE CHECK ALL SERVICES YOU WOULD LIKE:

- WEEKLY MOW/TRIM/BLOW:** 26 weekly cuts - Service starts late April / early May through October. REFER TO #1 ON SPECIFICATIONS SHEET ON BACK PRICE \$ _____ + Tax
- BI-WEEKLY MOW/TRIM/BLOW:** 13 bi-weekly cuts - Service starts late April / early May through October. REFER TO #1 ON SPECIFICATIONS SHEET ON BACK PRICE \$ _____ + Tax
- SEASONAL PRE-PAY WEEKLY MOW WITH 5% DISCOUNT (26 WEEKLY CUTS):**
 To receive 5% discount, you will be invoiced mid-April for the season's weekly mowing. PRICE \$ _____ + Tax
- SPRING CLEANUP:** REFER TO #2 ON SPECIFICATIONS SHEET ON BACK PAGE PRICE \$50 per man hr. + Tax
- FALL CLEANUP:** REFER TO #3 ON SPECIFICATIONS SHEET ON BACK PAGE PRICE \$50 per man hr. + Tax
- _____ PRICE \$ _____ + Tax

APPLICABLE SALES TAX WILL BE APPLIED AT TIME OF INVOICING.

TERMS: DUE UPON RECEIPT OF INVOICE. A 15% PER MONTH LATE PAYMENT FEE WILL BE APPLIED TO ANY INVOICE THAT IS 30 DAYS PAST DUE. A FUEL SURCHARGE WILL BE APPLIED TO THE TOTAL INVOICE EACH MONTH FOR ANY TIME GAS IS ABOVE \$3.00 PER GALLON. BY SIGNING THIS WORK ORDER I HAVE READ AND UNDERSTAND THE SPECIFICATIONS FOR THE SERVICES I HAVE SELECTED ABOVE AND GUARANTEE TIMELY PAYMENT FOR THESE SERVICES.

CUSTOMER SIGNATURE: _____ DATE: _____

TO ENSURE PLACEMENT ON THE SCHEDULE, PLEASE SIGN, DATE AND RETURN WHITE COPY OF WORK ORDER. RETAIN YELLOW COPY FOR YOUR RECORDS.

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SPECIFICATION SHEET

- (1) **WEEKLY, BI-WEEKLY, and SEASONAL WEEKLY MOW/TRIM/BLOW:** ALL GRASSY AREAS WILL BE MOWED AND TRIMMED. ALL SIDEWALKS, PATIOS, AND DRIVEWAYS WILL BE BLOWN FREE OF DEBRIS WHERE POSSIBLE. REMOVAL OF STICKS AND BRANCHES WILL BE DONE WHEN NECESSARY AT AN ADDITIONAL CHARGE. JIM'S L&L WILL NOT BE RESPONSIBLE FOR NORMAL WEAR MARKS FROM GRASS TRIMMERS ON TREE TRUNKS, MAILBOXES, SHRUBS, ANNUALS, AND PERENNIALS THAT ARE NOT SUFFICIENTLY OR CORRECTLY LANDSCAPED. THIS SERVICE USUALLY STARTS IN LATE APRIL / EARLY MAY AND GOES THROUGH OCTOBER, WEEK 3.

- (2) **SPRING CLEANUP:** THIS SERVICE INCLUDES CLEANUP OF LEAVES ON ALL GRASSY, LANDSCAPED AREAS AND DRIVEWAY. IF THERE ARE ANY BRANCHES JIM'S L&L WILL HAUL AWAY AT ADDITIONAL CHARGE. THIS SERVICE IS USUALLY DONE IN APRIL AND MAY, WEATHER PERMITTING.

- (3) **FALL CLEANUP:** ALL GRASSY, LANDSCAPED AREAS AND DRIVEWAY WILL BE CLEARED OF LEAVES. IF THERE ARE BRANCHES JIM'S L&L WILL HAUL THEM AWAY FOR AN ADDITIONAL FEE. IT IS HARD TO DETERMINE EXACTLY WHEN ALL LEAVES WILL FALL SINCE DIFFERENT TREES SHED THEIR LEAVES AT DIFFERENT TIMES. JIM'S L&L TRIES IT'S HARDEST TO CLEAN UP ALL LEAVES WEATHER PERMITTING. THIS SERVICE IS USUALLY PERFORMED IN OCTOBER AND NOVEMBER.

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