

MICA GARDENSCAPES

Project Rates & Billing Structure

All work will be charged as **time and materials**.

Time includes*: on site labor hours, drive time, waste disposal time. **Materials** include*: mulch, soil & soil amendments, plants, gravel, edging, pavers, equipment rentals or any other material used on site for services requested. Materials are charged based on market rate. Waste disposal (if not able to dump on site) will be charged as a material by the yard based on market rate.

Small Projects Hourly Rates:

Lead: \$70/Hr

Crew: \$60/Hr

These rates are designed to eliminate extra fees for administrative work including billing and materials sourcing associated with any work done. Should any **extra fees** need to be applied, these will be discussed with the customer **prior to billing**.*

Scope of Work The **scope** of these projects will be determined with the customer prior to work being started. An **estimate** will be provided, that will include estimated hourly rates, material quantities, phase timelines and pricing in order to meet the scope agreed upon. Estimates are not a binding contract, and any changes made to the scope will affect the final cost of the project. Estimates are free of charge.

Design Fee A design fee will be applied to any project requiring drawings, eg HOA submissions

Billing After an estimate and scope of work are accepted, a 10% deposit on the total estimate will secure your project on our list. Once work begins, we will issue invoices as phases are completed.

We reserve the right to charge interest on invoices overdue by (30) days or more.

Credit Card Payment Disclaimer: Mica Gardenscapes will be offering our customers the option to pay with a credit card for online payments. Due to high processing fees that accompany this for a small business, a 3% Convenience Fee will be added to your invoice should you pay with a credit card.

Checks are still the preferred method of payment and should be made out to Mica Gardenscapes and sent to the following address:

PO Box 517

Oak Creek, CO 80467

**not a comprehensive list and only used to provide an understanding of rates and billing process*