



## SALES AGREEMENT

This Sales Agreement is a binding contract setting out the terms and conditions under which Logan County Glass & Mirror™ will provide you, \_\_\_\_\_ with window repair or new windows. Your signature below indicates that you understand and agree to these terms and conditions. Should you have any questions regarding these terms and conditions, please ask your Logan County Glass & Mirror™ representative.

1. **Scope of Services.** Logan County Glass & Mirror™ will perform work for you in accordance with the attached scope of work listed on the Invoice or Estimate # \_\_\_\_\_
2. **Price.** The quote we provided you is the actual price you pay depending upon what you choose to have us do. We have prepared this quote after consulting with you and inspecting your premises. Should you make changes to your quote after we begin work, your final price may be more or less than the price originally quoted. Changes made after we start work, will be noted on an installer's field work order and approved by you prior to completion of changed work. Price quoted \$ \_\_\_\_\_
3. **Payment Terms.** A 50% down payment is required for any work in excess of \$1000. Payment of the balance of work is due in full immediately upon completion. Unpaid balances not paid within 10 business days of work completion will be assessed interest at 1.5% per month (18%) per year until paid in full. For your convenience we accept cash, personal check, Visa®, Mastercard®, and Discover.
4. **Cancellation..** Down payments are not refundable if special order materials such as sashes and/or glass have been ordered and put into production. Full retail value of said materials will be deducted from your deposit and the difference refunded. Down payments are not refundable if work is cancelled less than 1 business day before commencement.
5. **Access and Scheduling.** Access to your home is required during normal business hours (8 am to 5 pm, M-F). You are not required to be present during our work, but we will not work should there be minors present without adult supervision. You are required to provide a 5 foot clearance on the interior and a 3 foot clearance on the exterior to access windows we are working on. We will not move any of your personal belongings and reserve the right to reschedule your work should access be restricted.

\_\_\_\_\_  
Customer Signature and Date

\_\_\_\_\_  
Logan County Glass Signature & Date