



Kessick Financial Policy

Certified Dealers:

- Upon completion of a design and at the request of the dealer, a quote will be provided.
- Quotes are guaranteed for 90 days.
- A deposit request will be sent to the dealer at the time the dealer is ready for the project to proceed into the production phase. For a project to proceed into this phase, a deposit of 50% is required.
- Prior to completion, an invoice for the balance due will be submitted to the dealer.
- **The balance of the project must be paid in full before shipping.**

Payment Methods Available:

- **ACH Transfer.** We offer the option of doing a bank draft, making paper checks unnecessary. After filling out the appropriate form, notify accounts receivable (Carrie Berkley) each time you would like us to draft a deposit or balance due and we will send it through this secure system. An email authorization is required each time a draft request is made.
- **Paper Check.** If you prefer to use a paper check instead of an ACH transfer, please send checks FedEx using our FedEx account number which we will provide to you. Mail check 2nd day priority or Ground. Please do not send Overnight. You can schedule the Fed-Ex shipment online (www.fedex.com). Please check the box to have them send us email notification of the shipment. Email to office@kessick.com.
- **Credit Card.** We accept Visa and MC and American Express. You can call us with your credit card information or fill out a provided credit card form if we do not already have it on file. Please note, we charge a 3% processing fee (our bank fee) to process credit card transactions.