

Agency Wide Policy and Procedure

SECTION: Financial

SUBJECT: Car Detailing

POLICY NUMBER: 5.62

ATTACHMENT:

APPROVAL DATE: 4/2022

REVISION DATE: 2/24, 7/25

Administrative Policies

1. First Resources Corp shall provide a safe, orderly, and pleasant environment for personnel and patrons.
2. Cameras will be utilized to monitor safety at entrances.
3. Individuals demonstrating inappropriate or disruptive behavior shall be asked to leave.

Car Detailing Policies

1. Customers will call the Production Coordinator to schedule an appointment.
2. The Production Coordinator will ask for any firearms to be removed from the vehicle prior to the appointment.
3. The Production Coordinator will ensure that the proper car detailing is completed at the appointment.
4. The Production Manager will gather the necessary information to bill the customer:
 - a. Customer Name
 - b. Billing Address
5. The Production Coordinator will complete the billing log after each appointment.
6. If the customer pays by check, the Production Manager will note this and get the check to the AR Specialist for processing.
7. The Production Coordinator will send the monthly billing log to the Accounts Receivable Specialist by the 5th business day of the following month.

Finance Policies

1. The AR Specialist will send invoices to respective customers.
2. The AR Specialist will follow finance policies if an invoice is not paid timely.