



BILLABLE CLIENT INTAKE FORM		
APPLICANT INFORMATION		
Company Name:		
Primary Contact:	SSN/EIN:	Phone:
Address:		
City:	State:	ZIP Code:
Number of units:	Authorization Limit:	General Email:
ACCOUNTS PAYABLE		
Name:		
Address:		
Email:	Phone	Fax:
City:	State:	ZIP Code:
Payment Terms:	COD	Net 30
PROPERTY INFORMATION		
Work Orders: <input type="checkbox"/> Emailed <input type="checkbox"/> Called In <input type="checkbox"/> Faxed		
Authorization Limit: \$		
Approvals Contact	Office Phone:	Cell Phone:
Misc. Notes:		
SIGNATURES		
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.		
Signature of applicant:		Date:



The above signatures signify acceptance of the terms listed below:

1. BullsEye Plumbing Heating & Air maintains office staff 7 days a week. Our office hours are Monday-Friday 7am-5pm and Saturday and Sunday 8am-4pm.
2. Billable Customer understands and agrees that payments are due within 30 days. A 15-day grace period will be extended after which an 18% per annum service charge will be assessed on all overdue balances. Any unpaid balances after 90 days will be turned over to collections. A \$25 service fee will be assessed to any return checks.
3. Billable Customer understands and agrees to pay the emergency service for any after hours and/or holiday emergency requests. 6pm-9pm: \$50, 9pm-12am: \$100, 12am-6pm: \$150 Holidays: \$150
4. Billable Customer understands and agrees that BullsEye Plumbing Heating & Air services El Paso County, Monument, Fountain, Widefield, Manitou Springs, Falcon & Peyton (travel time may apply). Service requests outside of our service area may be declined. Travel time is calculated at our hourly labor rate, broken into 15-minute increments. BullsEye Plumbing Heating & Air agrees to notify client if/when these fees would be applicable.
5. Billable Customer agrees and understands that BullsEye Plumbing Heating & Air provides free estimates if the full scope of the project is known. If the full scope is not known, it may be necessary to diagnose and/or determine what the scope of the project is prior to providing an accurate "Free" estimate. If a diagnosis is necessary to provide an accurate estimate, BullsEye Plumbing Heating & Air will charge standard hourly rates for diagnostics. In some cases, this fee is waived if the time to diagnose the unit is less than 30 minutes and repairs are performed and/or scheduled during the time of the estimate.
6. Billable Customer agrees and understands that work orders should be emailed to contact@BullsEyePlumbing.com or submitted through the customer portal. Work orders and/or authorizations should not be sent to an individual. This will help expedite scheduling of said work. If an emergency occurs outside of normal office hours, the request should be called in to 719.243.1353 and a follow up work order should be sent the next morning.
7. Below is a list of office staff and their responsibilities so you may contact the individual for any of your questions. It is always advisable to email your questions to contact@BullsEyePlumbing.com and we can direct it to the correct representative.

Becky: Accounts Manager Mon-Fri 7am-3pm

Stacy: Dispatcher & Maintenance Calls Tues-Sat 8am-5pm

Cassie: Office Manager & Estimates Mon-Fri 7am-4pm

Wendy: Billing Specialist/Accounts Receivable & Inspection Requests Sat-Wed 8am-5pm