

# Project Payment Options



Because a typical Castle project is large, our contracts specify payments be made as each job progresses. Typically, we will ask for:

- A down payment at the start of the job to cover materials ordered and permits obtained;
- Rough-in payment to cover the cost of our trade partners' rough-in costs;
- Millwork and cabinet install;
- Substantial completion payment to cover the remaining trade partner invoices
- Final payment when the project is complete.

An invoice requesting the progress payment due will be delivered to clients via email or US Mail, 5-7 days prior to when payment is due.

Castle appreciates timely payment and **prefers to receive payments via the Intuit Payment Network**. No registration is required with this payment option, and a link is provided in all emailed Invoices, allowing you to securely pay online. All that is needed is your personal checking/savings account and bank routing numbers.

Personal check payments are also welcome, and can be given to your project manager, dropped off at one of the Castle showrooms, or mailed via US Mail to our Production Headquarters at:  
**2710 E 33<sup>rd</sup> Street—Minneapolis, MN 55406**

Castle accepts all major credit cards for payment. However, an additional 2.5% of the invoice amount will be applied towards processing fees.

Upon receipt of any/all payments, a receipt will be forwarded to you via email or US Mail.

If you have any questions regarding Castle's payment options, please do not hesitate to let me know. You can reach me at the contact information provided below:

**Miriam (Mimi) Rothman**

Office Manager, Castle Building & Remodeling, Inc.

612-877-8383 | [miriam@castlebri.com](mailto:miriam@castlebri.com) | [www.CastleBRI.com](http://www.CastleBRI.com)

*Note Regarding Upgraded Warranty: If Homeowner elects to pay using the Intuit Payment Network option, pays in a timely manner (within 7 business days of receipt), and completes and returns the Job Feedback Survey (via online or completion of the physical survey found in the purple project binder) within 60 days of completion of project, Homeowner shall be eligible for the Upgraded Warranty*