

MONTHLY REPORTS
CHART FOR DETERMINING
LATE FEE

WORK DONE IN:	DUE BY:	LATE AFTER:
JANUARY	15-Feb	15-Mar
FEBRUARY	15-Mar	15-Apr
MARCH	15-Apr	15-May
APRIL	15-May	15-Jun
MAY	15-Jun	15-Jul
JUNE	15-Jul	15-Aug
JULY	15-Aug	15-Sep
AUGUST	15-Sep	15-Oct
SEPTEMBER	15-Oct	15-Nov
OCTOBER	15-Nov	15-Dec
NOVEMBER	15-Dec	15-Jan
DECEMBER	15-Jan	15-Feb

The postmark determines the date of receipt.

FEES

Regular - \$5.00 per building

Late jobs - \$10.00 per building