

Exhibitor Information



Design
Renew
Remodel
Build
Landscape



Kitsap County Fairgrounds & Event Center

Move-In:

Friday, October 4
Saturday, October 5

8am-8pm
8am-8:45am

Show-Hours:

Saturday, October 5
Sunday, October 6

9am-6pm
10am-4pm

Move-Out:

Sunday, October 6
Monday, October 7

4pm-6pm
8am-12pm

Each 10x10 space includes:

- 110volt/20 amp Electrical Outlet (if requested)
- 8' high back & 3' high side drape
- FREE WIFI inside Pavilion
- FREE Forklift Service
- 24 Hour Security & Fire Watch
- Expo Guide Directory Listing
- 1 free table/chair (if requested)
- Printable Event Poster (if requested)



Critical Due Dates

- KBA Members receive priority placement until **July 1**
- 2018 Fall Exhibitors request placement by **July 15**
- New or Spring Exhibitors join the show **July 16**
- Full payment and documents due **September 2**
- Media submissions/advertising is due on **September 4**

Act early to reserve your exhibitor space!

- Vendors will be placed in the order in which their complete application with a minimum 50% deposit is received. Please call 360-479-5778 to inquire about which spaces are available.
- Submissions received after due date will be subject to availability.
- All requests **must** accompany a minimum payment of 50% within **3 days** of request for official contract acceptance by the KBA.
- Credit Card Accepted for payment IN FULL Only.
- 50% deposit ONLY accepted by check.

- \$3k Sponsor
- \$500 premium 10x10
- \$2K Sponsor
- \$475 in line 10x10
- \$1k Sponsor
- Not available

Available Discounts

KBA Members-15%
Returning Fall 2018/ Spring 2019 -10%
Please see Exhibitor Order Form for additional charges.

3 Ways to receive your documents!

- Our website www.KitsapBuilds.com
- Contact KBAEvents@KitsapBuilds.com to have it emailed to you
- Call 360-479-5778 to have it mailed.

Call Now and put a 3 day hold on your requested space:

Kitsap Building Association
5251 Auto Center Way, Bremerton, WA 98312
Call: 360-479-5778
Fax: 360-479-0313
Email: KBAEvents@KitsapBuilds.com



WEEKEND SEMINAR SERIES

Ask the Experts!

Fall is the perfect time of year to start planning home interior and exterior remodeling projects and there is no better place to kick start your project than at the Peninsula Home & Remodel Expo! At the Home & Remodel Expo you can meet local design and build professionals and see products and materials that can help make your remodeling dreams come true.

All weekend long we informative seminars on topics you are asking for! Decks, Bolt it! Brace it! Native Plants, Solar/ Wind Power, Aging in Place. So make plans to attend! They are free with your paid admission.

Guest Key Note to be announced soon!

BEST IN SHOW!

A Show Full of Bright Ideas-Inside & Out

The Best in Show Awards will return in the fall.

KBA and the Home & Remodel Expo Committee will award prizes to the KBA members who, through special effort, display their products, and/or services in a unique or spectacular fashion. A team of guest judges will determine which booth participant provides the most creative, interactive and constructed space in the Expo.

The show theme and prize categories are listed below:

- Contractor/Builder
- Specialty Contractor/Service Provider
- Designer/Landscaper/Gardener/Material Supplier
- President's Award for the exhibitor who incorporates the "Best Show Theme" in their display.

Sponsored by:



RSVP for the

Exhibitor Social

Friday, October 4th 6:00-7:00pm

In the Exhibitor Lounge

Food, Beverage and Karaoke!

Join us for a fun, informal gathering of Peninsula Home & Remodel Expo Vendors. Don't miss this opportunity to meet and network with other businesses in the Expo.

Please RSVP with the Expo staff prior to the event!

Find us in or around the Expo Office, Check in/ Greeter's Booth area, or text Mescha at 360-440-6576



CONSTRUCTION IN MOTION

Heavy Equipment Demonstrations
Saturday, October 5, from 11 – 4pm

We are inviting everyone to come on out, rain or shine, for this family-friendly construction equipment demonstration! Kids of all ages will be able to see big construction equipment on site! We will have the roar of the engines and some demonstrations of their flexibility, power, and strength. The first 100 kids will be able to build a project to keep and use! Kids will be given t-shirts, a plastic "hard hat" to wear and collect stickers on throughout their visit (while supplies last).

Would you like to co-sponsor this event for \$200? Each co-sponsor may provide their own banner for the fencing and have their logo included in the marketing for CIM. T-shirts will be printed with Sponsors and Co-Sponsors Logo. Contact Mescha at KBAevents@KitsapBuilds for details.

Sponsored by:



Proud American BBQ
Island Grindz
and more

Sponsored by:



Kitsap Building Association

5251 Auto Center Way
Bremerton, WA 98312

Call: 360-479 5778

Fax: 360-479-0313

Email: KBAevents@KitsapBuilds.com

Www. KitsapBuilds.com



2019 Peninsula HOME & REMODEL Expo

October 5-6, 2019

Sponsorship Levels

\$3,000 - Foundation Level

- 10 X 20 High Impact Exhibitor Space.
- KBA will provide up to 250 Customer Appreciation Passes (CAP) with sponsors logo for distribution.
- Expo Guide write up (300 words or less).
- Large logo on all printed materials, KBA website, social media pages and KBA digital sign.
- Home & Remodel Committee representation, if desired.

\$2,000 - Builder Level

- 10 X 20 rear pavilion at end of aisle or mutually acceptable exhibitor space.
- KBA will provide up to 100 Customer Appreciation Passes (CAP) with sponsors logo for distribution.
- Expo Guide write up (200 words or less).
- Medium logo on all printed materials, KBA website and social media pages.
- Home & Remodel Committee representation, if desired.

\$1,000 - Finisher Level

- 10 X 20 center aisle or mutually acceptable exhibitor space.
- KBA will provide up to 50 Customer Appreciation Passes (CAP) with sponsors logo for distribution.
- Expo Guide write up (100 words or less).
- Small logo on all printed materials, KBA website and social media pages
- Home & Remodel Committee representation, if desired.

Note-Sponsorships are available to KBA members and Affiliates only. Other sponsorship opportunities are available for the show. See Andy Arrants, the KBA Director of Marketing, Membership and Public Relations for more details. Email kbamembers@kitsapbuilds.com or call (360) 479-5778



Peninsula Home & Remodel Expo

Saturday, October 5 & Sunday, October 6, 2019

Sponsorships

Foundation Level \$3,000

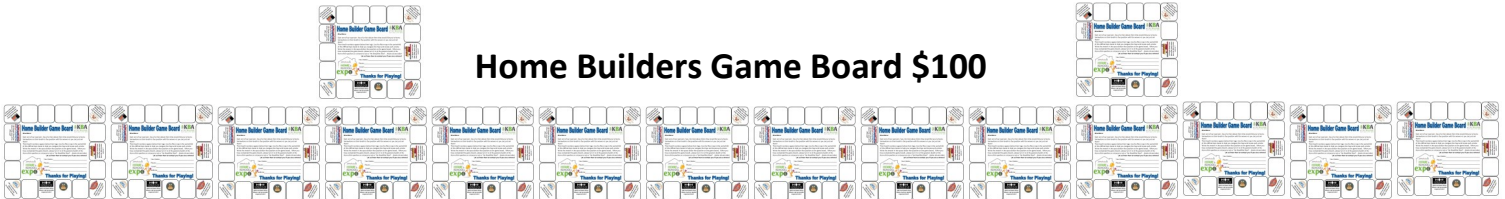


Builder Level \$2,000

Finisher Level \$1,000



Home Builders Game Board \$100



Construction in Motion

\$1,500

\$500

\$200

Grand Prize

Best in Show

\$3000

\$500



Weekend Seminar Series

Non Profit

Builders Food Truck Court

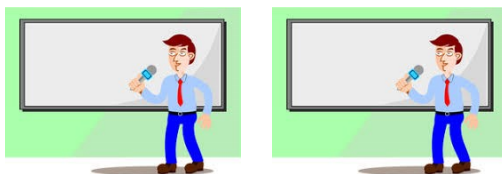
Exhibitor Lounge

\$1,500

\$1,500

\$1,500

\$1,000



Are you interested in being a SPONSOR? Please let us know!
See the back for the marketing packages that are included in the specific sponsorships.
Please contact Mescha at 360-479-5778 or email KBAevents@KitsapBuilds.com to find out what is still available.
Thank you for your consideration in sponsoring this years
Peninsula Home & Remodel Expo



Home Builder Game Board

The Peninsula Home & Remodel Expo has created the “Home Builder Game Board” for the Fall Expo! For an additional \$100 fee, 18 vendors will have the opportunity to guarantee extra exposure and traffic to their booth! Promote yourself! Be a part of this special feature!











How it works:

Participating visitors to the Expo will receive a “Home Builders Game Board” (see example), and search for the vendors that appear on the card. They will use the floor map in the centerfold of the Official Expo Guide to help them navigate the Expo and locate each vendor.

In each space, your exhibitor address will appear below your logo. You will need a fun fact about your business you would like them to know.

At each featured booth will be a plaque with the question and the answer or they you can just ask you! They will write the answer in the space below the question on the game board. When they have completed the game board– they can turn it in at the greeters booth at the front of the pavilion for a chance to win a “He Shed/She Shed”. This feature is for adults 18 and older only. Reusable bags with participating companies logos will be given to the first 100 visitors to turn in their game pieces. Space is strictly limited to 18 vendors and placements on the card will be determined by the KBA.

Kitsap Building Association
5251 Auto Center Way
Bremerton, WA 98312
360-479-5778
Fax: 360-479-0313
Www.KitsapBuilds.com

					
	<h2>Home Builder Game Board</h2>  <p>Directions:</p> <p>Each one of our sponsors has a fun fact about them they would like you to know. Somewhere on their booth is the question with the answer or you can just ask them!</p> <p>Their booth numbers appear below their logo. Use the floor map in the centerfold of this Official Expo Guide to help you navigate the Expo and locate each vendor. Write the answer in the space below the question on the game board. When you have completed the game board– please turn it in at the greeters booth at the front of the pavilion or a chance to win a “He Shed/She Shed”. Adults 18 and older</p> <p>Let us Know how to contact you if you are a winner!</p> <p>Your Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>Thanks for Playing!</p>				
					
					
					

How to participate:

- See Exhibitor Order Form and check box near the middle of page saying you want to participate in the Home Builders Game Board.
- Include an additional \$100 with your booth payment.
- Please email your vectored company logo that will fit in a 2 x 1.75 inch space to KBAevents@KitsapBuilds.com
- Email your question and one word answer to KBAevents@KitsapBuilds.com. The question is limited to 50 characters including spaces and must be a one word answer.
- If you have already submitted your reservation form without checking the box, please call the KBA to sign up.



EXHIBITOR CONTRACT

PENINSULA HOME & REMODEL EXPO

OCTOBER 5 – 6, 2019

Date: _____

This AGREEMENT is made by and between the Kitsap Building Association ("KBA") and: _____

Company Owner Name ("Exhibitor") _____ Business UBI #: _____

Trade Name (The Name You Will Use in the Exhibition): _____

Exhibitor Contact Person (The Person Responsible for Booth Operation): _____

Exhibitor's Mailing Address: _____ City: _____ State: _____ Zip: _____

Best Phone: _____ Best Cell #: _____ Fax #: _____

E-mail: _____

Description of Exhibit Display (Products/Services provided): _____

Additional Contact Information (Local or on-site representative – person present on site for set-up, tear-down and/or working the booth, if different from those listed above): Name: _____ Best Phone #: _____

Specific Terms

1.1 Exhibition Event: Peninsula Home & Remodel Expo

1.2 Facility: Kitsap Sun Pavilion outdoor surrounding areas at the Kitsap County Fairgrounds, 1200 NW Fairgrounds Road, Bremerton, WA 98311.

1.3 Exhibitor Space and/or area designated by KBA

1.4 Exhibitor Space Fee as calculated on the Exhibitor Order Form and may increase or decrease dependent upon final booth location & number.

1.5 Initial Deposit of no less than 50% of space fee paid with this contract or no later than the date designated by KBA as found on the Exhibitor Order Form.

1.6 Balance Due and Due Date: September 6, 2019, or immediately if contract submitted after August 2, 2019.

1.7 Set-up Commencement Date and Time: Friday October 4, 2019 at 8:00am till 8pm

1.8 Exhibition Dates and Hours: Saturday, October 5, 9am-6pm & Sunday, October 6, 10am-4pm

1.9 Termination Date and Time: Monday, October 7, 2019 1:00 pm

1.10 General Terms: Exhibitor has read and accepts the General Terms affixed hereto which are incorporated herein.

Exhibitor Signature

Russ Shippet, Executive Officer
Kitsap Building Association

Return to: Kitsap Building Association

5251 Auto Center Way

Bremerton, WA 98312

(360) 479-5778 – Fax (360) 479-0313 – Email KBAEvents@KitsapBuilds.com

General Terms to Exhibitor Contract

- 2.1 Payment Terms:** Failure of Exhibitor to make full payment by **September 6, 2019** shall entitle KBA, at its option, to cancel this Agreement without notice and Exhibitor shall remain liable for any unpaid balance. A \$35.00 charge will be assessed for any check returned by the bank and all other fees for a returned check will be charged to the Exhibitor. All out of county Exhibitors must pay for Exhibitor Space with cash, cashier's check, or major credit card.
- 2.2 Exhibit Set-Up:** Exhibitor's Display may be set up on the set-up Commencement Date but must be fully set up by opening time on the first day of the Exhibition. Exhibitors will be admitted to the Facility one (1) hour prior to the Exhibition Hours on all days of the Exhibition.
- 2.3 Dismantling & Removal:** Exhibitor's Display shall not be removed **until closing** on the final date of the Exhibition, and must be out of the Facility and outside grounds by the Termination Date and Hour. Refer to 1.9
- 2.4 Exhibit Space:** All interior exhibit Space consists of 10 foot by 10 foot units unless otherwise noted on the floor plan, as measured from the center of the vertical aluminum supports and aisle posts. Each unit is furnished with aluminum supports and aisle posts with an 8 foot high back curtain and a 3 foot high side curtain from which flame proofed cloth drapes are suspended, except for double end spaces. For every 10 linear feet of back curtain a 20 amp/110 volt electrical outlet will be provided upon request for use in the Facility. All electrical equipment is provided by Kitsap County and must be left in the booth(s). Any lost equipment is subject to a \$70.00 fee. An 8 foot display table and one (1) chair are provided when requested on the Exhibitor order form. Standard booth configuration, as described in the construction specifications and requirement, will be acceptable for display in the Exhibition, with no further acknowledgments. Any Exhibitor's Space which does not conform to the construction specifications and/or the electrical requirements will require review and approval by the Kitsap Building Association. Excess electrical usage may result in KBA turning off electrical devices in Exhibitor Space(s). All Spaces are subject to availability and final assignment by the Kitsap Building Association.
- 2.5 Exhibitor Parking:** During the Exhibition Hours, Exhibitors and their personnel must park all vehicles in parking areas designated by the Kitsap Building Association for Exhibitor parking. Exhibitors shall not park in the parking lot in front of the Pavilion or in the parking lot south of the Pavilion. Refer to designated areas for Exhibitor vehicles, trucks, trailers and RV parking in Exhibitor Bulletin Packet-Exhibitor Parking Requirements.
- 2.6 Oversize Displays:** The aisles, passageways and overhead spaces remain under the control of KBA, and no signs, decorations, banners, advertising matter or exhibits will be permitted in those areas except by written permission of the Kitsap Building Association.
- 2.7 Exposed Surfaces:** All exposed surfaces of any display that face another Exhibitor's space must be finished in a tasteful manner so as it will not distract from the other Exhibitor's display. It is the responsibility of each Exhibitor to finish their own surfaces. Exhibitor's exposed surfaces will be covered with non-advertising text or graphics.
- 2.8 Exhibitor Daily Entry:** Each Exhibitor will be furnished with 6 employee **Exhibitor Employee Passes** will be required for entry to the Facility during the Exhibition. Additional Exhibitor Employee Passes may be purchased as set forth in the Exhibitor order form.
- 2.9 Exhibitor Conduct:** All Exhibitors and their personnel must remain within the confines of their own Spaces and no Exhibitor will be permitted to erect signs or display products obstructing the view, occasion injury or disadvantageously affect the display of other Exhibitors. All demonstrations and distribution of circulars and promotional material must be confined to the limits of the Exhibitor's booth. Exhibits which include the operation of musical equipment or instruments, radios, sound motion picture equipment, public address systems, or any noise making machines must be operated so that the noise resulting therefrom will not annoy or disturb adjacent Exhibitors and their patrons, and must be approved by the Kitsap Building Association. Exhibitors are required to have their exhibit Space neat and orderly at all times. An attendant must remain within Exhibitor's Space during all Exhibition Hours. No Exhibitor shall provide to the public any food or beverages without the written permission of the Kitsap Building Association. All personnel shall conduct themselves in a professional manner and shall not be under the influence of alcohol or drugs. Excluding certified trained service dogs, no pets shall be permitted within the Facility.
- 2.10 Booth Occupancy:** Exhibitor's Space is to be used solely by Exhibitor and no portion can be sublet or assigned without the prior written permission of the Kitsap Building Association. Exhibitor shall forfeit its right to the Space, all prepaid rentals and upon demand, shall pay any unpaid fees owing to KBA if it fails to occupy or use its Space or to have its exhibit completed and in place by opening time on the first day of the Exhibition.
- 2.11 Material Delivery:** No materials or merchandise may be delivered to the Facility until the Set-up Commencement Date. All shipments must be prepaid. The shipping address is Kitsap Sun Pavilion, 1200 NW Fairgrounds Road, Bremerton, Washington 98311.
- 2.12 Special Requirements for Kitsap Sun Pavilion:** Exhibitors must comply with County and KBA requirements to protect the flooring in the Kitsap Sun Pavilion.
- 2.13 Licenses:** Any and all County, State or Federal Licenses, inspections or permits required by law of any Exhibitor in the installation of or operation of its display shall be obtained by the Exhibitor at its own expense prior to the opening of the Exhibition.
- 2.14 Cancellation of Contract:** If this agreement is canceled by Exhibitor for any reason, or by KBA because of an Exhibitor's default or violation of this agreement, monies paid to KBA by Exhibitor shall be retained as follows: If cancellation occurs 45 days or more before the start of the show, KBA shall retain 25% of the total rental cost of the Space (s) and return the balance to the Exhibitor. If cancellation occurs within 45 days of the show, the entire rental paid to date by Exhibitor shall be retained by KBA. The retained rental shall be liquidated damages for the direct and indirect costs incurred by KBA for organizing, setting up and providing space for the Exhibitor, and losses and additional expenses caused by the Exhibitor's withdrawal including re-renting the Space. All cancellations must be in writing.
- 2.15 Rights of KBA in Event Exhibition is Not Held:** KBA shall not be liable for any damages or expense incurred by Exhibitor in the event the Exhibition is delayed, interrupted or cancelled; if for any reason beyond the reasonable control of KBA the Exhibition is cancelled or delayed, KBA may retain so much of the fees paid by Exhibitor as is necessary to defray the expenses already incurred by the KBA.
- 2.16 Security for Rental.** Failure of an Exhibitor to pay rental as specified herein shall entitle KBA to take possession of all merchandise, materials and exhibits displayed by Exhibitor and retain the same as security for such unpaid rental. KBA shall have the right to dispose of same without notice to Exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by KBA in payment of expenses incurred in disposing of any property and in payment of unpaid rental.
- 2.17 Care, Use, and Maintenance of Space:** Exhibitor agrees to use the space within the Facility for the sole and exclusive purpose of participating in the Exhibition by displaying the Exhibit(s) described above within the confines of Exhibitor's Space during the Exhibition Date(s) and Times.
- 2.18 Indemnification:** The Exhibitor shall save, defend, indemnify and hold KBA, the Kitsap Building Association, Kitsap County and their respective Directors, Officers, Members, Commissioners, Employees, Agents and Volunteers (the "Indemnified Parties") harmless for and from all claims, demands, causes of action, liability and damages, including attorneys fees (collectively "Claims") arising from or related to (i) any act or neglect of Exhibitor and/or its agents, officers, and personnel; (ii) Exhibitor's display, sale, or disposition of any goods, merchandise, products or services including specifically claims arising from or relating to any defects or claimed defects associated therewith; and (iii) claims asserted by Exhibitor's own employees or personnel. Exhibitor specifically waives and with respect to the Indemnified Parties only, any immunity under the Worker's Compensation Act, Title 51 RCW.
- 2.19 Insurance:** Exhibitor shall provide and maintain liability insurance naming "KBA" and "Kitsap County, its Officers, Directors, Agents, and employees" as additional insured providing coverage against any Claims against the Indemnified Parties, the limits of liability of which shall be in amount of not less than \$1,000,000.00 combined single limit for bodily injury and property damage per occurrence and \$2,000,000.00 general aggregate.
- 2.20 Limitation of Liability:** The KBA, Indemnified Parties shall have no liability to Exhibitor or Exhibitor's employees or customers from any cause whatsoever. Exhibitor assumes all risk of loss for damage to or loss of Exhibitor's personal property from theft, vandalism, and all other casualties and/or perils.
- 2.21 KBA's Reserved Rights:** KBA reserves the right to remove any personnel who fail to comply with any of the terms set forth in this Agreement. In the event an Exhibitor's display is not "show ready" by opening time on the first day of the Exhibition, an Exhibitor's Display is not dismantled and fully removed from the Facility and grounds by the Termination Date and Time, an Exhibitor's booth is not staffed during all Exhibition Hours, or an Exhibitor otherwise fails to comply with the terms of this Agreement, KBA reserves the right to retain all of fees paid by Exhibitor, remove Exhibitor's Display and all personal property of Exhibitor and its personnel on or about the Facility, re-let the Space to another Exhibitor (without any duty to do so), and assess Exhibitor with a fee of \$500.00, together with any actual costs, fees or damages incurred by KBA, all without prejudicing KBA's right to pursue any remedies available under the laws of the State of Washington.
- 2.22 Disputes:** In the event any dispute arises between the parties, venue and jurisdiction shall lie exclusively in the State courts for Kitsap County and, if demanded by KBA, all such disputes shall be resolved by means of Binding Arbitration pursuant to Chapter 7.04 RCW. In the event any action is instituted, including an arbitration proceeding or appeal, the substantially prevailing party shall be awarded its costs and attorney fees.
- 2.23 Complete Agreement:** This agreement contains all the terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

Exhibitor Order Form

Use this form to request your booth, equipment for your booth and other promotional materials.

Business Name: _____ **Exhibitor Space(s) Requested:** _____

See floor plan to determine booth numbers. This is **not** a guarantee or reservation. KBA will determine final booth location. All requests **must** accompany a minimum payment of 50% within **3 days** of request for official contract acceptance by the KBA.

Critical Deadlines and Information

- KBA Members receive priority placement until **July 1**
- 2018 Fall Exhibitors request placement by **July 15**
- New or Spring Exhibitors join the show **July 16**
- Full payment and documents due **September 2**
- Media submissions/advertising is due on **Sept. 4**

Act early to reserve your exhibitor space!

Vendors will be placed in the order in which their **completed** document package is received.

☐ Exhibitor Contract ☐ Certificate of Insurance ☐ Exhibitor Order Form ☐ Minimum 50% Deposit

- Please call 360-479-5778 to inquire about which spaces are available.
- Submissions received after due date will be subject to availability.
- Credit Card Accepted for payment IN FULL Only. 50% deposit ONLY accepted by check.

Sponsorship—must accompany signed sponsorship contract <input type="checkbox"/> \$3,000 Foundation Level <input type="checkbox"/> \$2,000 Builder Level <input type="checkbox"/> \$1,000 Finisher Level			
Premium 10x10 (Please call 360 479-5778 to inquire about availability of these spaces)	_____ x \$500=		
Standard in Line 10x10 please see map	_____ x \$475=		
Total Fee for Exhibitors Space(s)	LINE 3		
KBA Member 15% discount (Sponsors not eligible. Must retain membership thru Dec. 31 2019)	– 15% of line 3		-\$
Non KBA member 10% returning discount (attended 2019 Spring or 2018 Fall)	- 10% of line 3		-\$
Adjusted total with discount (no stacked discounts allowed)	LINE 6		
<i>The items below will only be provided if requested by the Exhibitor</i>			
<input type="checkbox"/> Check here to participate in Home Builders Game Board	+\$100=		
<input type="checkbox"/> Check here if you would like to co-sponsor Construction in Motion (must provide own banner)	+\$200=		
<input type="checkbox"/> Check here if you would like more information on event content sharing mobile app.	<i>Fee will apply upon sign up</i>		
<input type="checkbox"/> Check here if you would like 1 -8' table (FREE) Additional 8' Tables \$12 each	_____ x \$12.00=		
<input type="checkbox"/> Check here if you would like 1 chair (FREE) Additional Chairs \$4 each	_____ x \$4.00=		
<input type="checkbox"/> Check here if you would like to rent a table skirt /cover(limited to supply on hand)	_____ x \$12.00=		
<input type="checkbox"/> Check here if you would like 110VOLT/20 AMP Electricity (FREE)	FREE		
<input type="checkbox"/> 220 VOLT Spider Box \$75 each	+\$75=		
<input type="checkbox"/> Check her if you would like us to send you a digital copy of our event poster. You may pick up additional posters at our office after September 17 (while supplies last)	FREE		
<input type="checkbox"/> Customer Appreciation Passes. Printed with your logo on them for \$3 each. Print shop Deadline: August 19th .You may pick up at our office after Sept.2nd.	_____X\$3=		
Please return with payment to: Kitsap Building Association 5251 Auto Center Way Bremerton, WA 98312 Please call (360)479-5778 or FAX (360)479-0313 or Email: KBAEvents@ KitsapBuilds.com	TOTAL DUE		

For KBA Office Use Only

NOTES:

Paid: ☐ In Full ☐ 50% ☐ Other amt. \$ _____ ☐ No payment By: ☐ Check ☐ Cash ☐ CC

Date: _____ Amount: \$ _____ Last 4 of check/ cc number : _____