

Payment Policy & Approach



Cash Handling at Delivery

1. Product arrives at the respective facility.
2. Buyer intakes product and confirms all necessary aspects of delivery.
3. Buyer signs manifest and prepares payment for Low Spark Driver.
4. Buyer hands Low Spark Driver respective payment.
5. Without counting the payment, Low Spark immediately places the respective payment in a tamper proof bag, and proceeds to seal said bag, while on camera.
6. Buyer signs the sealed tamper proof bag.
7. Buyer is then provided the perforated receipt detailing the number of the money bag that contains the payment.
8. Buyer Signs Waybill acknowledging that they have relinquished the respective payment.
9. Low Spark Driver signs Waybill acknowledging that they have received said payment that the Buyer has remitted.



Transportation of Payments

1. Upon leaving a delivery, all respective payments are stored in a locked, stainless steel cash safe, within the insured Low Spark vehicle.
2. All payments/paperwork are unloaded from each respective vehicle upon returning to the Low Spark Storage facility.

****All payments received after 5:00pm on the respective delivery date will not be aggregated until the following day****



Storage of Payments

1. All payments are stored in 5000lb fire proof safe.
2. Payments/paperwork are received by a Payment Manager, who does the following:
 - a. Confirms that all Client paperwork has been received and signed.
 - b. Confirms that the physical Money bag is sealed.
 - c. Confirms that the monetary amount listed on the Waybill matches the respective invoice.
 - d. Logs payment received in Low Spark internal software.
 - e. Schedules the return of the respective payment on the next available route date.

****LOW SPARK DOES NOT OPEN AND/OR CONFIRM THE CONTENTS OF EACH RESPECTIVE MONEY BAG****



Returning Payments

1. Payments are typically returned within 48 hours of delivery, depending on the location.
2. Low Spark Drivers sign the Low Spark Waybill for all payment returns received.
 - a. If more than 10 payments are being returned, a payment report is generated, which accounts for all details pertaining to the payments being returned.
 - b. In this instance, the Low Spark Driver will sign off on this consolidated waybill to account for all payments being received/returned.
3. Low Spark drivers remain present while the respective client counts and confirms their payment(s.)
4. Client signs Low Spark Waybill, acknowledging receiving the payment amount & type listed.



****Low Spark does not take possession/ownership any payments, as it solely facilitates the Transportation and Storage of any respective payments, on the behalf of their customers.****