

Elmstone Group Property Management, LLC new vendor setup

As a vendor new to working with us we require that you provide:

- A completed, signed IRS Form W9 (required before payment can be made).
- If you will be charging sales tax then we need a copy of your Texas Sales Tax Permit.
- A completed DWC Form 85 acknowledging that our Worker's Comp. Insurance policy only covers our direct employees, and that you are solely responsible for your employees.
- Acknowledgement of receipt of our payment process (included below).

I, _____ PRINT VENDOR NAME _____, acknowledge that I have received, understood and accept the payment terms listed below.

Signed: _____ Date: _____

Elmstone Group Property Management, LLC payment process:

- Vendor provides written bid/quote or price list for the intended work.
- Bids or quotes are signed off on by an officer of the company only.
Note that on-site staff are not authorized to sign any vendor agreements or sign off on bids/quotes. Currently the only authorized officers of the company are Shari L. Gould and Steven R. Gould.
- Vendor performs work and provides on-site manager with an invoice.
Invoices can be delivered to the manager upon completion of the work, or mailed or emailed at a later point in time.
- Manager will enter the invoice into our management system and submit it to corporate for approval.
This is an electronic process and can all happen within a matter of minutes.
- Upon approval, the accounting department will process it for payment.
Accounting will not process any vendor payments unless they already have a W9 on file. Additionally they will only pay Sales Tax if they have received a valid Texas Sales Tax Permit. In general, you should then receive payment within 7-14 days. For faster payment we offer the following options:
 - Same-day wire: \$50 fee
 - Next day ACH transfer: \$25 feeFor either of these options we (obviously) will need your bank account wiring/ACH instructions.

Note that checks will only be delivered to the name and address on the W9 form.