UNIFIED
BUILDING GROUP

Invoice Payment Terms & Conditions

Unified Building Group, LLC is committed to providing the best service possible to our Vendors and Subcontractors. Your compliance with the procedures below will ensure that all invoice payment requests are processed in a timely and efficient manner.

PAYMENT OPTIONS:

- Invoices to be forwarded via US mail to:

  Unified Building Group, LLC
  13860 Wellington Trace, 38 #214
  Wellington, FL 33414

- Invoices to be emailed to Cathy Bonadio – cathyb@teamubg.com
- We are also offer the convenience of a Direct Pay Option. For setup, you will need to provide the following information via email to - cathyb@teamubg.com:

  Your Bank Name and Location
  Account # and Account Routing #
  VOIDED check

TERMS OF PAYMENT:

Invoices received by Unified Building Group, LLC on the 1st of the month will be processed by the 15th of the month.

Invoices received on or after the 15th of the month will be processed by the 30th of the month.

REQUIRED DOCUMENTS FOR PAYMENT PROCESSING (See samples attached for requirements):

The following current and completed documents must be on file with Unified Building Group, LLC before payment will be released. Documents can be mailed or emailed to Cathy Bonadio – cathyb@teamubg.com

- Your company "ACORD" Certificate of Liability Insurance (COI) showing General Liability, Auto, Umbrella and Workers Compensation (WC) coverage (Attachment A)
- Form W-9 Request for Taxpayer Identification Number (Attachment B)
- Wavier of Lien Upon Partial/Final Payment (Attachment C)
- Workers' Compensation (WC) Insurance Waiver (Attachment D)

CONTACT INFORMATION

For questions relating to Accounting and Administration issues, please contact us either by phone or e-mail.

Cathy Bonadio 561-685-4651 cathyb@teamubg.com

Attachment A – ACORD Sample COI
Attachment B – Form W-9
Attachment C – Wavier of Lien
Attachment D – Workers Comp Insurance Waiver