



2625 S Stratford Rd
Winston-Salem, NC 27103
Phone (336) 788-4379
Fax (888) 310-2497
E-mail cat@maplestone.biz

To all Vendors:

We look forward to working with you as a trade partner. Invoices can be sent to us via the following methods:

- Fax: 888-310-2497 no cover sheet is required
- Email: **ap@maplestone.biz**
- US Mail: **2625 S Stratford Rd Winston-Salem, NC 27103**
- NOTE: handing or emailing Steve/Adam an invoice is NOT an acceptable method

Make sure you are using this email address if submitting invoices electronically. Adam, Steve, Zoe & Cat will all receive it through this email.

All invoices must include the following:

- The company name that matches your insurance certificate & W-9
- Mailing address AND phone number. Email address and/or fax also if available.
- Street address for job i.e. "123 Sesame St"
- Unique invoice number. If you do not usually use invoice numbers, you can assign one like "Sesame-1"

We must have all relevant documents on file for a vendor prior to cutting any checks.

- W-9 form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Current Certificate of Worker's Comp and General Liability Insurance*
- Current License if required for your trade.

Invoices submitted over 35 days after completion of work will be paid solely at the discretion of Maplestone management and are not guaranteed 30 day payment. We must have timely billing to receive reimbursement from our clients so that we can pay you.

Failure to follow the above guidelines will result in a delay in your check. Safety policy attached – by entering our job site, you are agreeing to abide by the terms of our safety policy.

Sincerely,

Cat McSwain
Member Manager
Maplestone Construction, LLC
License # 65670

* For all vendors delivering to or working on the jobsite, we will deduct 4% for general liability and up to 25% of LABOR charges for worker's comp if not provided with proof of insurance. Material and supply charges are NOT subject to worker's comp deduction if you provide us with an itemized bill.

Last Updated 2016-03-14