

Dear Vendor:

All invoices and payment inquiries should be sent to [billing@tegrete.com](mailto:billing@tegrete.com) WHICH IS OUR PREFERRED METHOD. However, we will also accept invoices or payment inquiries by fax at 763-497-8564 Attn: Billing Dept. or by mail. For more immediate payment inquiries, you can call 763-497-8020 and ask for billing. We will do our best to try to respond to your inquiries by the next business day.

When invoicing for repetitive monthly services, please submit invoices no later than the 25<sup>th</sup> of the month the services are being rendered. For example, if you are providing monthly services for June, please submit your invoice no later than June 25<sup>th</sup>. This allows us the needed time to process your invoice promptly.

When invoicing one-time services or extra billing, please submit your invoice immediately upon completion of the work.

**AS A REMINDER, PAYMENT WILL BE RELEASED TO YOU (THE VENDOR) AS SOON AS WE RECEIVE PAYMENT FROM THE CUSTOMER.**

All invoices MUST include the following information:

- Your company name and remittance address
- The date of the invoice
- An invoice number (each invoice must have a different invoice number)
- The location the services were provided (name of customer and address)
- A detailed description of services provided
- The dates services were provided
- The dollar amount being invoiced

If invoices do not have the proper information, it WILL delay the processing of your invoice. Furthermore, we may ask you to resubmit the invoice with the proper information.

There should be NO SALES TAX included. If you need a tax exempt certificate for your records, please request one via the [billing@tegrete.com](mailto:billing@tegrete.com) email address.

We appreciate your hard work and hope these instructions help you understand the invoicing process.

Helen Nelson  
Accounts Payable Supervisor