



Dear Vendor:

We're excited to partner with you! In order for Teak Construction to complete your vendor set up, please fill out and return Vendor Information Form, ACH Authorization Form and W-9 (including your company's filing status).

Please send all invoices to invoices@teakgc.com for processing. We pay out our invoices monthly on the 10th following invoices received the previous month on or before the 25th.

Teak Construction is happy to offer accounts payable portal: BILL. This portal will provide you a secure and effective way to manage all AR from Teak Construction. Once you are setup in our system, you will receive an invitation to set up your BILL profile where you can electronically submit your invoices, review invoice and payment status, update pertinent business info like your mailing address, and more. For instructions on how to create this subscription-free account please see attachment "Setting up Subscription-Free Basic Receivables BILL Account for instructions"

Please read the forms carefully, making sure that you are supplying the correct information. If you have any problems with or questions, please feel free to reach out to us for assistance.

Thank you for your help with this, we are excited to partner with you!

Teak Construction

Accounting Department

425-453-4590

