

Dear Accounting Manager:

We are happy to welcome you as a new vendor to Solutions Incorporated. We have three offices in the state of Florida, Tampa, Miami and Jacksonville with Tampa being the Company's headquarters. The goal of this letter is to assist you in understanding our policies and procedures to ensure timely payment of your invoices.

Vendor Set-up Requirements

To be set up as a new vendor we need the following two pieces of information:

1). Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file. Under Federal Regulation I, 604-1, you are required to provide us with this information on the W-9 form included in this mailing. If you fail to furnish us with this information, the IRS may impose a \$50.00 penalty under Section 6723 and all payments we make to your company could be subject to a 30% backup withholding.

We will not have to file an annual Information Return, Form 1099 MISC, for you if you are a Corporation, tax-exempt organization, government agency or other exempt payee. However, the law requires that you give us your TIN number in addition to telling us what kind of payee you are. If you do business as an individual or sole proprietor, your TIN number is your social security number; otherwise your Federal Employer Identification Number serves as your TIN.

Please check below the kind of payee you are and complete the enclosed W-9 form and return both to our Tampa office as soon as possible.

<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> CORPORATION
<input type="checkbox"/> SOLE PROPRIETOR	<input type="checkbox"/> TAX-EXEMPT ORGANIZATION
<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> GOVERNMENT AGENCY
<input type="checkbox"/> ESTATE	<input type="checkbox"/> FINANCIAL INSTITUTION
<input type="checkbox"/> TRUST	<input type="checkbox"/> OTHER

■ Tampa
Miami
Jacksonville
Orlando

CGC 004190

2). We require that you carry at least \$1,000,000 of General Liability and \$100,000 of Worker's Compensation Insurance coverage. Please provide us with the Certificate of Insurance listing Solutions as an additional insured as soon as possible. Unfortunately, no invoices will be paid to vendors who have not provided us with the proper proof of insurance.

The certificate holder should read as follows:

*Solutions, Inc.
611 North Franklin Street
Tampa, FL 33602*

Work Orders

All work performed for Solutions must be authorized using a Work Order signed by a Project Manager. Please do not perform any work for Solutions without first obtaining a properly executed Work Order from a Project Manager. If you've done work without a Work Order, delay of your payment may occur.

Payment Procedures

We pay vendors once a month, on the 15th. We ask that invoices be received by the 25th of the month; in turn they will be paid on the 15th of the following month. If the 25th falls on a non-business day, the deadline will be the first business day after the 25th. Likewise, if the 15th falls on a non-business day the payments will be ready on the first business day after the 15th. **Solutions, Inc. reserves the right to withhold payment on invoices until the funds are first received from the client.** Invoices should be sent directly to the offices where the work was performed. Solutions office addresses are as follows:

- Tampa: 611 North Franklin Street
Tampa, FL 33602
- Miami: 701 Waterford Way
Suite 420
Miami, FL 33126
- Jacksonville: 5771 Mining Terrace
Suite 101
Jacksonville, FL 32257

In order for an invoice to be paid the following criteria must be met:

- Invoices submitted must be an Original invoice (faxed or photocopied invoices are not accepted).
- A Work Order and/or Change Order issued and signed by a Solutions Project Manager must be attached with the invoice. In the absence of a Work Order, the invoice should reference a Work Order number. **Unfortunately, invoices cannot be accepted without a Work Order or a Work Order number, if so, the invoice will be returned to you.**

- Invoices must reflect work completed as of the date of the invoice. No invoices will be paid for work that is not complete.
- Solutions does not pay for materials that are not in place.
- A notarized lien release (partial or final) signed by an **Officer** of your Company is required if the total contract amount is greater than \$1,000.

Assuming the proper paperwork is submitted the check will be mailed to you. Otherwise the checks will be held until the proper paperwork is received. Due to the volume of our Accounts Payable, we do not always have the resources to notify you if a check is waiting to be released pending receipt of the proper paperwork. Although we will attempt to notify you, there is no guarantee.

Closeout Requirements

If your scope of work is related to mechanical, electrical, plumbing, fire protection, fire detection/alarm, security, low voltage wiring or other areas of construction that require field deviations/adjustments from the approved set of permit drawings, marked up as-built drawings as well as all operation and maintenance manuals for equipment must be submitted to Solutions. If a Test & Balance Report was required by the mechanical subcontractor, we will require two (2) signed and sealed copies. If no deviation/modifications were required in the field, the vendor must send a written letter to Solutions stating that the current permit drawings reflect the as-built conditions of the completed scope of work. Solutions has a master contract with Bank of America and Wachovia Bank whose projects require a warranty letter on your company letterhead. Upon final payment, a copy of the warranty letter and final lien release will be forwarded to you for signature. Unfortunately, final payment cannot be released until Solutions has received all of the required items.

Please feel free to call me at (813)387-6002 (x192) or Tracy Pritchard (x190), as we are here to assist you in any way possible. We look forward to a long term partnership. Again welcome!

Sincerely,

Maite Olivero

Maite Olivero
Accounts Payable