

Vendor Invoice Requirements – Quarries

The following are requirements set forth by DeFeo Materials, LLC for our Quarry Vendors to adhere to when issuing an Invoice for work done and material sold to DeFeo Materials, LLC:

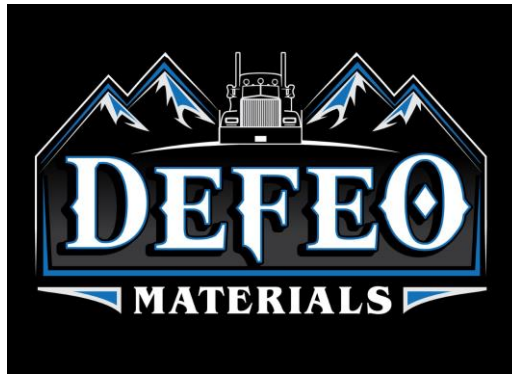
1. Bill To Name – the name on the invoice must be DeFeo Materials, LLC
2. Invoice Date – must be the date sent by the vendor
3. Due Date – should be 30 days from the Invoice Date, unless written *approval* from manager
4. Invoice Number – needed to ensure the same invoice has not been issued multiple time
5. Service Date – date material was picked up
6. Ticket # - containing details of each load and 2 to 3 copies given to truck driver
7. Product/Service – detailed description of material purchased by load and item type
8. Tons, Qty, and Cost – total amounts for each load broken out by item type
9. Purchase Order # - Specified location and/or number for each load

Please send each invoice containing the above information to one of the following:

Email: ap@defeomaterials.com

Mail: DeFeo Materials, LLC
Attn: Accounts Payable
100 Bank St Suite 205
Seymour, CT 06483

If there are any questions or concerns, please contact: (888)-884-6459



Sample Invoice Requirements

Vendor name *

Sample Co.

[Sample Co.](#)
vendoremailtolinkto@bill.com

Vendor Balance USD 1,000.00

Invoice number * PO number

012345 Load #

Payment term Invoice date * Due date *

Net 30 04/14/2023 05/14/2023

Amount * Bill description

USD 1,000.00

Use this for expense description

1. Vendor Name – Name of Company/Individual
2. Email – must be email linked to Bill.com - if not set up yet, please email mike@defeomaterials.com
3. Invoice # -
4. P.O. # - AKA Load Number
5. Terms – 30-day terms unless approved by Defeo Materials
6. \$ Amount – Sales Tax will not be paid as we are an exempt wholesaler
7. Bill description – detailed descriptions of service or good provided

****In order to ensure timely payment, the above criteria must be fully satisfied and Bill.com account must be set up for ePayment via ACH***