Mailing Address: 500 S.E. Everett Mall Way Suite B240 Everett, WA 98208 Office: (206) 427-9900

Email: [office@unitedseattlellc.com](mailto:office@unitedseattlellc.com)

Dear value vendor,

Please note, that our standard policy is to **issue payments by the 15th of each month for invoices received on or before the 25th of the previous month.** All invoices shall include the business name, address, contact information, and PO or job name in order to enter in our system for payment processing.

Invoices shall be submitted within thirty (30) days after completion of all final work performed for payment. Invoices submitted after this time frame will not be paid.

While we will continue to accept traditional, paper invoices, we would like to encourage our vendors to consider migrating towards paperless invoicing where possible. As well as obvious environmental benefits, paperless invoicing has excellent results for on-time payment plus, reduction in the cost and administration of sending paper invoices.

All invoices must be signed by the project manager or supervisor to insure quality control, or a punch list without numbers must be signed by builder or customer.

To ensure your invoice is processed timely, please direct all billing correspondence to our Accounting department at [***Accounting@unitedseattlellc.com***](mailto:Accounting@unitedseattlellc.com)

If you are unable to e-mail your billing correspondence, then please submit it to the following address:

United Seattle LLC

Attn. Accounting Department

500 SE Everett Mall Way

Suite B240

Everett, WA 98208

We are grateful for your partnership and we wish you abundance, happiness, and peace in a new year filled with hope.

Thank you for your continued support and cooperation. We look forward to continuing our mutual success together.

Sincerely,

Timofey Karpenko, Oleg Ryakhovskiy, Victor Ryakhovskiy

Managing Members