

Paradigm Association Management

Vendor Introduction

We would like to welcome you as a vendor to Paradigm Association Management. To help you get paid in a timely manner we would like to take this opportunity to introduce you to our Accounts Payable policies.

TAX ID INFORMATION:

- Please send us a completed W-9 form. If we do not have a completed W-9 on file for your company we could be obligated to withhold 30% of our payment. A form has been included with this correspondence. Please return your company's completed W-9 to the address listed below.

WHERE TO SEND INVOICES:

- All invoices should be sent to the Paradigm offices:

Attn: Accounts Payable Dept.
P.O. Box 2022
Thousand Oaks, CA 91358

INVOICING:

- In order to process invoices in a timely manner our Accounts Payable Department requires that each invoice include the following information:
 - ❑ **Name of Property:**
The name of the property where service occurred or supplies were shipped should be clearly indicated on the invoice.
 - ❑ **Invoice Number:**
Every invoice should have a unique invoice number. Please use a sequential invoice number that does not repeat from year-to-year.
We will only pay off of invoices. Payment will not be issued for Work Orders, Service Orders or Delivery tickets.
 - ❑ **Invoice Date:** ok
Please be sure to provide an invoice date.
 - ❑ **Payment Remittance Info:**
Please indicate a payment remittance address on each invoice.

A/P CONTACT INFORMATION:

- Paradigm Accounts Payable Department:
Phone: 805-777-0033 ext. 2002
Fax: 805-777-0114

We look forward to doing business with you.

Paradigm Association Management
Accounts Payable Department