



Website: www.blmconstruction.net
Address: 2415 W. Market St. Unit 3 York, PA 17404
Phone: (717) 650-1472
HIC#: PA022567

Subcontractor/Vendor Setup Form

*Thank you for your interest in partnering with BLM Construction!
Please fill out the fields below as applicable.*

Company and Billing Information

Legal Name (Make Checks Payable To): _____

Doing Business As (If Different From Above): _____

Contact Name: _____

Street Address: _____

Suite/Apt. #: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone? Yes No

Email: _____

Other Important Information

Website: _____

PA Contractor #: _____ EIN #: _____

How did you hear about BLM Construction? _____

What trade services and/or products do you offer?

Payment Procedure

Text or email all paperwork and questions to quality@blmconstruction.net.

We pay weekly based on progress. To receive your payment in a timely manner, please adhere to the following procedures:

1. A quote that includes all work to be performed is required prior to starting work.
2. Email or text all quotes and invoices to quality@blmconstruction.net and the job manager.
3. Quotes and invoices must contain the BLM job number and full scope of work.
4. If the work being quoted or invoiced isn't on your original scope, please add "Change Order" to the document.
5. Only work completed and approved by the job manager will be paid.
6. Your invoice will be paid within 14 days of BLM Construction receiving it.
7. All checks will be put on the back door of our office by 5 p.m. every Thursday. Checks will remain on the back door until noon on Friday at which point they will be removed from the back door and mailed.
8. Direct deposit is the best payment option! Call the office with your banking info to set up direct deposit or complete a direct deposit form to receive your payment electronically. BLM Construction is not responsible for delays in postal service and electronic banking.
9. You are responsible for keeping job sites clean. BLM will assess a cleaning fee, if needed.

I have read and agree to the BLM Construction Handbook and payment procedure outlined above.

Print Name: _____

Sign Name: _____ Date: _____

