



Subcontractor and Vendor Setup Form

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

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 #: _____ Email: _____

Other Important Information

Website: _____

PA Contractor #: _____ EIN #: _____

How did you hear about BLM Construction? _____

Check mark the trades you offer:

- | | | |
|---|---|---|
| <input type="checkbox"/> Drawings and Engineering | <input type="checkbox"/> Windows and Skylights | <input type="checkbox"/> Ceiling |
| <input type="checkbox"/> Fencing and Barriers | <input type="checkbox"/> Storefront Glass and Doors | <input type="checkbox"/> Concrete Slabs and Leveling |
| <input type="checkbox"/> Abatement | <input type="checkbox"/> Exterior Doors | <input type="checkbox"/> Stamped Concrete |
| <input type="checkbox"/> Equipment Rental | <input type="checkbox"/> Siding | <input type="checkbox"/> Fireplaces |
| <input type="checkbox"/> Storage Unit Rental | <input type="checkbox"/> Gutters and Downspouts | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire and Security Alarms | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> Excavation and Trenching | <input type="checkbox"/> Data | <input type="checkbox"/> Cabinets and Cabinet Install |
| <input type="checkbox"/> Backfill and Grading | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Decking |
| <input type="checkbox"/> Footers and Foundation | <input type="checkbox"/> HVAC and RTUs | <input type="checkbox"/> Pavers |
| <input type="checkbox"/> Block | <input type="checkbox"/> Electrical | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Septic, Sewer and Well | <input type="checkbox"/> Interior Trim and Doors | <input type="checkbox"/> Grading and Landscaping |
| <input type="checkbox"/> Framing, Beams and Trusses | <input type="checkbox"/> Paint | <input type="checkbox"/> Power Washing |
| <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Insulation | <input type="checkbox"/> Commercial Cleaning |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Drywall Hang and Finish | <input type="checkbox"/> Dumpsters |

Other: _____ Do you supply your own materials?: _____

Payment Procedure: To receive your payment in a timely manner, please adhere to the following:

1. Text or email all quotes and invoices to quality@blmconstruction.net.
2. Your quote must include all work to be performed and must be provided prior to starting work.
3. Include date, job #, detailed scope of work (with labor and material broken down), and the total price on all quotes and invoices.
4. Do not request payment for work that is not complete and has not been approved by the job manager.
5. If the work being quoted or invoiced isn't on your original quote or invoice, add the words "Change Order".
6. Invoices are usually paid within 14 days of receipt via direct deposit only.
7. You are responsible for keeping job sites clean. BLM will assess a cleaning fee, if needed.

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

Print Name: _____

Sign Name: _____ Date: _____