



Phone: 717-650-1472  
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 Address: 2415 W Market St. Unit 3 York, PA 17404  
 HIC#: PA022567

## Subcontractor and Vendor Setup Form

### 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

PA Contractor #: \_\_\_\_\_ EIN #: \_\_\_\_\_  
 How did you hear about us? \_\_\_\_\_ Website: \_\_\_\_\_

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 Door     | <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. Quotes and invoices must include: the current date, all work to be performed (broken down by material and labor with separate pricing), the BLM job number, and duration of work in days.
3. Quotes must be submitted prior to starting work.
4. To be paid for work not on the original scope, a change order will need to be submitted and approved prior to work.
5. Payments are only made on completed work that is approved by the job manager and customer.
6. Invoices are typically paid within 14 days of receipt for approved work and via direct deposit only.
7. You are responsible for keeping a clean job site. BLM will assess a cleaning fee if the job site is not clean.
8. Please submit your invoice in a timely manner. Invoices received after 60 days of completion of work will not be paid.

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

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_