



Phone: 717-650-1472
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 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"/> Roofing | <input type="checkbox"/> Ceiling |
| <input type="checkbox"/> Fencing and Barriers | <input type="checkbox"/> Windows and Skylights | <input type="checkbox"/> Concrete Slabs and Leveling |
| <input type="checkbox"/> Abatement | <input type="checkbox"/> Storefront Glass and Doors | <input type="checkbox"/> Stamped Concrete |
| <input type="checkbox"/> Equipment Rental | <input type="checkbox"/> Exterior Doors | <input type="checkbox"/> Fireplaces |
| <input type="checkbox"/> Storage Unit Rental | <input type="checkbox"/> Siding | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Gutters and Downspouts | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> Excavation and Trenching | <input type="checkbox"/> Fire and Security Alarms | <input type="checkbox"/> Cabinets and Cabinet Install |
| <input type="checkbox"/> Backfill and Grading | <input type="checkbox"/> Data | <input type="checkbox"/> Decking |
| <input type="checkbox"/> Footers and Foundation | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Pavers |
| <input type="checkbox"/> Block | <input type="checkbox"/> HVAC and RTUs | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Septic, Sewer, and Well | <input type="checkbox"/> Electrical | <input type="checkbox"/> Grading and Landscaping |
| <input type="checkbox"/> Framing, Beams, and Trusses | <input type="checkbox"/> Interior Trim and Door Paint | <input type="checkbox"/> Power Washing |
| <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Insulation | <input type="checkbox"/> Commercial Cleaning |
| | <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: _____