

The HEIGHTS REAL ESTATE COMPANY
369 East 62nd St
New York, NY 10021-7755
Tel: 212-317-1423

INVOICE FORMAT REQUIREMENT TO ALL CONTRACTORS/SERVICE VENDORS

Dear Vendor:

Please be notified all invoices must be addressed in the format below:

Building Owner ([WORK CODE] [Bldg House#])

C/o Mgmt Company

Example:

BROADWAY INWOOD CORP (SCAL 4996)

C/o The Heights Real Estate Co.

Attn: Accts. Payable Dept

369 East 62nd ST

New York, NY 10021-7755

The Work Code will be:

SCAL = Service Call (if you were asked to go fix a problem as a service call)

Fax to: (212) 994 - 1986

RFP = Request for Proposal (if there was a signed contract and agreed upon price)

Fax to: (212) 217 - 1195

RECS = Recurring Service (monthly/weekly service contract for service)'

Fax to: (212) 994 – 1983

Please be advised every contracting job/ service call needs a PO# before the work or materials can be done. And this PO# must be listed on the invoice. Also, payment of all invoices is guaranteed in 30 days or less of the date that completed invoice was received.

If the WORK CODE + BLDG CODE is left out, then the data processing workers will be confused and delay or not even enter your invoices into the system. We appreciate your help to help us process your invoices faster.

Other Invoice Requirements:

1. Invoice the BUILDING OWNER/Landlord, not the Management Company
2. Include your company's EXACT Payee name – please complete the New Vendor Application Form found on our website
3. Include the Dates of Service, Work (both Start, and End Dates)
4. Specify # Men on the job and how much time was spent on job site
5. Specify the materials used on the job
6. Have the local handyman or superintendent or site manager sign-off on the Work Ticket unless you are specifically instructed that no such personel exists
7. A unique invoice# must be on the invoice. The invoice# cannot start with the word "Heights"
8. Include the Account# for this Building Address

9. Include the full address of the job site
10. Attach an original copy of the signed work ticket to the invoice
11. Include the address where the check will be sent
12. make sure that we have your Tax ID# on file or printed on your invoice
13. please be sure to complete your daily reporting by 9:00 AM each day to our voicemail system

PLEASE NOTE THAT OUR STANDARD PAYMENT TERMS ARE 30 DAYS UPON RECEIPT OF A COMPLETE AND CORRECT INVOICE. IF YOU OMIT OR SUBMIT AN INCORRECT INVOICE, WE WILL NOTIFY YOU OF THE ERROR BUT YOUR PAYMENT MAY TAKE UP TO 30 DAYS AFTER THE RESUBMISSION OF THE CORRECTED INVOICE. OF COURSE, WE WILL ATTEMPT TO PROCESS IT QUICKER.

Example:

INVOICE

ABC Corp
123 Main Street
New York, NY 10021
EIN#: 12-3456789

Invoiced to: owner - BROADWAY INWOOD CORP (SCAL 4996)
C/o The Heights Real Estate Co.
Attn: Accts. Payable Dept
369 East 62nd ST
New York, NY 10021-7755

Job Site: 4996 Broadway, Apt 3C, New York NY 10034
Acct#: 12345
Invoice# AB76542-OD

Job Start: 09/01/05
Job Completed: 09/05/05

Workers: 2 each day from 9:00 AM to 1:00 PM

Work Description: Painted 3 bedroom apartment

Materials Used: 15 pieces of 1/2" sheetrock, 10 pieces of 1/4" plywood

Tenant or Superintendent or Site Manager Sign-off