



Vendor Payment Procedure

Terra understands the importance of prompt payment and has established an ACH payment program which allows us to pay your invoices by direct deposit into your company operating account. We strongly suggest that our vendors take advantage of this system to enjoy the fastest payment turn around. If you are interested in participating in our ACH payment program, please e-mail invoices@terramanagers.com for an application.

Invoices may be submitted in one of the two following ways.

1. Deliver invoices by US Mail or hand delivery to our Tampa corporate office at:

Terra Management Services, LLC
14914 Winding Creek Court
Tampa, FL 33613

2. E-mail invoices to: invoices@terramanagers.com

All invoices should show the applicable community association as the responsible party (not Terra) and include the purchase order number issued for the service, if applicable. Further, all vendors must have on file in our office a current certificate of insurance and W-9, in order to be paid. Failure to provide these documents will result in a delay in the processing of your invoice.

Terra issues vendor payments weekly. Advance submission of your invoice is needed to ensure enough time for approval by both the assigned Terra Manager and the Community Representative. Invoices received each day are processed on the next day and uploaded into the system. Terra's managers approve invoices by Thursday of each week. Once approved by the Terra Manager and Community Representative, it will be paid. Checks are run every Tuesday and Friday for all invoices that have been approved by Terra's managers and Community Representatives. For example: If you submit your invoice on Monday for processing and approval, payment should be on Friday of that week or Tuesday of the following week assuming all the required information is on file. ***Where approvals of the Community Representative are needed, payment times may be longer.***

Checks will be mailed to the vendor by ordinary U.S. Mail unless other arrangements are made in advance with the property's assigned Terra Manager. With advance arrangements made with the assigned manager, a check can be made available for pick-up at Terra's corporate office. ***Note: our accounting staff is not authorized to make any special delivery arrangements.***

When a services involved an improvement to real property over \$2,500.00, Terra requires the following:

1. A properly signed and notarized Conditional Waiver and Release of Lien upon Progress Payment, before issuance of any progress payment; and
2. A properly signed and notarized Conditional Waiver and Release of Lien upon Final Payment and Final Payment Affidavit, before issuance of any final payment.

Ask us if you need forms. ***To save time, if you have provided a lienable service, we suggest you drop these off at the time you deliver your invoice for processing.***

We appreciate your cooperation in adhering to the outlined procedure.