



INVOICE REQUIREMENTS

“Effective immediately, BMS Highland Construction will be using a new email address for our account payables. Please note the following: all invoices and/or requests for payment should be sent to catap@bmsmanagement.com. To ensure prompt payment, vendors are encouraged to submit all invoices to BMS Highland Construction via this new email address. This is our preferred method; however, hand delivered invoices as well as those received through U.S Mail will also be accepted.” – BMS Highland Management

Please review the following for the requirements on submitting invoices for payment. These requests are necessary in order to process your invoices accurately and timely. Failure to comply with these requirements may delay the issuance of payment.

All Invoices Must Contain The Following Information:

- Invoice Date
- Invoice Number (sequential, non-repeating)
- Invoice Amount
- Description of Services/Goods Provided
- BMS Highland job number must be present on all invoices (For job related expenses)
 - The job number serves as WO numbers and/or reference numbers
 - You can obtain the job number from your BMS Highland contact
- Remittance name, address and phone number
- All revised invoices and applicable credits **MUST** reference the original invoice number

SUBMIT ALL INVOICES AND ANY SUPPORTING DOCUMENTS TO:

Email: catap@bmsmanagement.com (preferred & most efficient method)

Mail: BMS Highland

Attn: Accounts Payable

1409 Clinton Road

Fayetteville, NC 28312

Accounts Payable Contact:

Phone: (817)820-8736

Fax: (817)334-3334

Email: catap@bmsmanagement.com