



Attention LLB,

As a reminder, all invoices submitted to BLB Resources, Inc require ALL of the following information. Invoices received without the required information will be rejected and returned unpaid. A BPO invoice template is available at <http://blbresources.com/dlforms/InvoiceTemplate.docx>. Please feel free to utilize this template if needed.

1. Vendor Company Name, Address & Phone Number
2. Billing Customer Name (BLB Resources, Inc)
3. Invoice Amount
4. Case Number
5. Full Property Address of the BPO (street, unit, city, state, and zip code)
6. Itemized services
7. Invoice Number
 - Invoice numbers must be a unique number identified to each appraisal.
 - The invoice number must be clearly labeled. For example, "Invoice Number: 123456."
8. Invoice Date
 - The invoice date must be clearly labeled. For example, "Invoice Date: 01/01/2013."
9. Date services rendered/inspection date
 - This is separate from the invoice date, though it can be the same date.
 - The date services rendered/inspection date must be clearly labeled. For example, "Date Services Rendered: 02/01/2013" or "Inspection Date: 02/01/2013."

All invoices must be submitted via email to accounting@blbresources.com.

The subject line of the email should read: BPO – [2 letter state abbreviation] – [case number] XXX-XXXXXX
For example, the subject line of the email should read: Subject: BPO – CA – 123-123456

In addition, please keep in mind the following:

1. Invoices must be submitted within two days from the date the services were rendered or two days from the revised invoice date.
2. Only one BPO may be billed on a single invoice. Multiple BPOs require multiple invoices.
3. It is pertinent that all invoices are submitted in a timely manner to ensure tax records are accurate for your tax reporting needs.

Invoices are paid on NET 30 terms once a complete and correct invoice is received via email; payment will be issued within 30 days. If you have not received a payment after 30 days, please email accounting@blbresources.com.

Additionally, if this is the first time your company will be receiving a payment directly from BLB Resources, Inc, please submit a current W9 to accounting@blbresources.com.

If you have any further questions, please do not hesitate to contact us.

Thank you,
BLB Resources, Inc

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