



Vendor Invoice Requirements – Trucking

The following are requirements set forth by DeFeo Materials, LLC for our Trucking Vendors to adhere to when issuing an Invoice for work done and material sold to DeFeo Materials, LLC:

1. Bill To Name – the name on the invoice must be DeFeo Materials, LLC
2. Invoice Date – must be the date sent by the vendor
3. Due Date – should be 30 days from the Invoice Date, unless written approval from DeFeo Materials
4. Invoice Number – each invoice sent to DeFeo Materials unique invoice number listed
5. Service Date – date material was picked up from Quarry/Gravel pit
6. Ticket # - The number printed on each individual ticket from the Quarry
7. Product/Service – detailed description of service provided and what was included in the load
8. Tons, Qty, and Cost – this should agree to information from Quarry
9. Purchase Order # - Specified location and/or number for each load

Please send each invoice containing the above information to one of the following:

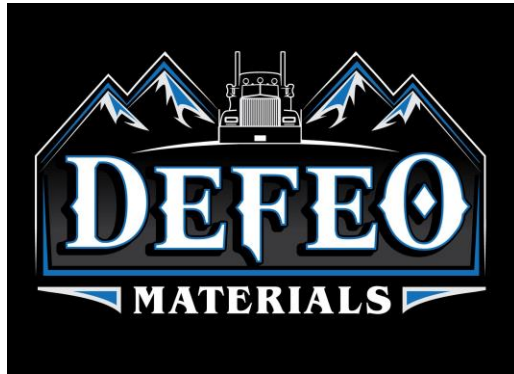
Email: ap@defeomaterials.com

Mail: DeFeo Materials, LLC
Attn: Accounts Payable
100 Bank St Suite 205
Seymour, CT 06483

DeFeo Materials, LLC | 100 Bank St Suite 205, Seymour, CT 06483 | P: (888) 884-6459 | E: office@defeomaterials.com



If there are any questions or concerns, please contact: (888)-884-6459



Sample Invoice Requirements

Vendor name *

Sample Co.

[Sample Co.](#)
vendoremailtolinkto@bill.com

CHECK

Vendor Balance USD 1,000.00

Invoice number * 012345

PO number Load #

Payment term Net 30

Invoice date * 04/14/2023

Due date * 05/14/2023

Amount * USD 1,000.00

Bill description

Use this for expense description

1. Vendor Name – Name of Company/Individual
2. Email – must be email linked to Bill.com - if not set up yet, please email mike@defeomaterials.com



3. Invoice # -
4. P.O. # - AKA Load Number
5. Terms – 30-day terms unless approved by Defeo Materials
6. \$ Amount – Sales Tax will not be paid as we are an exempt wholesaler
7. Bill description – detailed descriptions of service or good provided

****In order to ensure timely payment, the above criteria must be fully satisfied and Bill.com account must be set up for ePayment via ACH***