



**IMPLICITY**  
MANAGEMENT COMPANY

14855 Blanco Road, Ste. 309 | San Antonio, TX 78216  
T: 210.829.7770 | F: 210.829.7772  
www.implicitymanagement.com

January 5, 2016

Dear Vendors:

As a reminder, Implicity Management Company **REQUIRES** that purchase order numbers be included on all invoices. Purchase order numbers should be supplied by the individual placing the order. Invoices without a purchase order issued and confirmed by our Accounting Department will not be paid. In addition outstanding invoices **WILL NOT** be paid that are over six (6) months old.

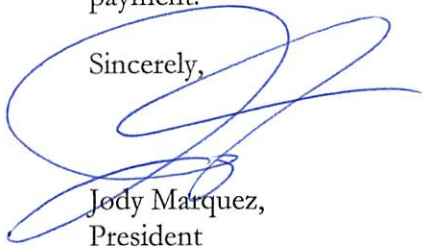
Please be sure you include your Implicity Accounting Department-issued purchase order number on your invoice in order to process.

For those vendors who provide **painting** for our assets we also **REQUIRE** that the square footage of the unit being serviced be included on your invoice. For those vendors who provide **cleaning** for our assets we **REQUIRE** the unit size to be included on your invoices. Invoices submitted without this information will not be paid.

**ALL INVOICES FOR SERVICES/DELIVERY OF PRODUCTS MUST BE SIGNED BY A MEMBER OF THE MANAGEMENT TEAM UPON SERVICE OR DELIVERY.**

Should you have any questions, please feel free to contact us at 210-829-7770. Failure to include either of these items on invoices submitted will result in a delay of payment or possible non-payment.

Sincerely,



Jody Marquez,  
President