



701 East Front Ave 2nd Floor
Coeur d'Alene ID 83814
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Dear Vendor Partner,

We are pleased to welcome you as a new vendor to Arnold Professional Holdings. We have enjoyed many longstanding vendor relationships, some in excess of 10 years, and we hope this relationship will be one more. This letter is intended to assist you in understanding our policies and procedures and to ensure timely payment of your invoices.

To be set up as a new vendor, we need a completed W9 and general liability insurance information, as outlined here. W9 Form – Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file. Under Federal Regulation 1.6401, you are required to provide us with this information, and the IRS may impose a penalty if you fail to provide it. Please be sure to indicate on the W9 form what type of tax classification your business is set up as. If you are a corporation, tax-exempt organization, government agency, or other exempt vendor, we will not send you a form 1099 MISC at the end of the year. All other business types (who were paid the minimum allowable amount as required by the IRS) should expect to receive a form 1099 MISC from at the end of the calendar year. General Liability Insurance – Arnold Professional Holdings requires a certificate of liability insurance from all vendors showing that each vendor is insured for at least \$1,000,000 per occurrence. In addition, the certificate holder on the insurance certificate needs to read Arnold Professional Holdings (address above).

Subcontract Order Agreement

All work performed for Arnold Professional Holdings must be authorized with a Subcontract Order Agreement from an Arnold Professional Holdings manager prior to the commencement of work. If work is performed without such agreement, your payment amount and terms are subject to revision.

Accounts Payable Process

Checks are issued to vendors once per week on Fridays. In order to be included in that week's check run, your invoices must be submitted to Sarah Tooker at stooker@securedinvestmentcorp.com by the end of the day Wednesday. All checks will be mailed on the same day they are issued. Note: There may be some variance to this process dependent upon your Subcontract Order Agreement (see above).

Thank you very much, and we are excited to have you as a partner! Please let us know if you have any questions.

Sincerely,

Lee Arnold, Owner