

SERIES: CFM08122024-5
DATE: AUGUST 12, 2024
TO: BUILDHUB DEPT., ACCOUNTING DEPT., THIRD PARTY TRUCKER
SUBJECT: SUBMISSION OF DELIVERY RECEIPTS AND PICTURES FOR PYMENT PROOCESSING

To All Third-Party Truckers,

To ensure prompt payment and efficient processing of your invoices, please follow these guidelines:

1. Submission Requirements:

- Upload all delivery receipts and relevant pictures to the BuildHub app. These are necessary to facilitate payment and collect billing.

2. Billing Process:

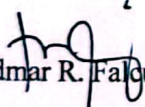
- Billing will be based on the BuildHub report summary.
- Accounting will review the hard copy of the summary report to verify the presence of required pictures.

3. Verification and Payment:

- If the required pictures are present, payment will be processed.
- If the pictures are missing, payment will be withheld until all documentation is complete.

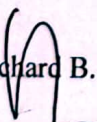
Thank you for your attention to this matter and your cooperation.

Prepared by:


Edmar R. Falcutila

Customer Fulfillment Manager

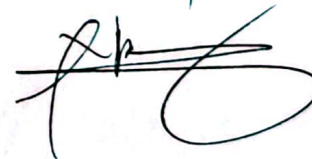
Approved by:

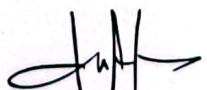

Richard B. Lim
Managing Director


8/13/24


8/13/2024


8/13/24




8/13/24


8/17/24


NICOLE J. JARA
8/13/24