

AllSpaces Co. Vendor Payment Terms

— Net 30

Effective Date: upon vendor approval and acceptance

Approved AllSpaces Co. vendors are paid on a Net 30 cycle. This document describes how timing and payment are triggered, and what each party must do to keep the ledger in good order.

1 · The Work

You complete the scheduled service and submit a service report to our compliance desk by the 25th of the month. Reports must list the facility, date served, and services performed.

2 · The Approval

Our compliance team reviews the report. Approved reports close out the month and are bundled into your monthly statement; incomplete or disputed reports are returned for correction before payment is triggered.

3 · The Payment

Net 30 means payment is issued 30 days after the close of the month in which approved work was reported — never on a report you have not submitted and we have not approved.

In short: submitted report → compliance approval → payment 30 days after month close. Updates to your payment status appear on your monthly statement.

Detailed Terms

Payment Cycle

Invoices and service reports are reviewed and bundled by calendar month. Payment is issued 30 calendar days after the month in which the approved work was performed.

Report Deadline

Service reports must be received by the compliance desk no later than the 25th day of the month in which the work was performed. Reports received after the 25th may roll into the following payment cycle.

Required Information

Each report must include the facility name, service date, description of services performed, and any supporting photographs or documentation requested by the compliance desk.

Approval & Disputes

AllSpaces Co. reserves the right to return incomplete, inaccurate, or disputed reports for correction. Payment is only triggered once a report has been approved and closed out by the compliance team.

Method of Payment

Approved vendors are paid via ACH transfer or company check, as established during onboarding. Vendors are responsible for keeping banking and mailing information current.

Tax Documentation

Vendors must maintain a current Form W-9 and any required tax documentation on file. Failure to provide valid tax documentation may delay payment.

Insurance Requirements

Vendors must maintain current Certificate of Insurance (COI) and any required trade licences. Lapsed coverage or expired licences may pause payment until documentation is renewed.

Amendments

AllSpaces Co. may update these terms with 30 days' written notice. Continued performance after such notice constitutes acceptance of the revised terms.

Vendor Acknowledgement

By signing below, the vendor acknowledges that they have read, understood, and agree to the Net 30 payment terms outlined by AllSpaces Co..

Vendor / Company Name: _____

Primary Contact: _____

Email: _____

Signature: _____

Date: _____

Return the signed acknowledgement to your AllSpaces Co. compliance contact, or upload it through the Vendor Desk portal.