

## BUSINESS PARTNER INVOICE STANDARD REQUIREMENTS

Effective immediately all invoices submitted to Swinerton must adhere to the below standards:

Invoices should be submitted to same

hardcopies can be mailed to 2001 Clayton Road

th Flr Concord, CA 94520

Invoices must include the following details

- a. Swinerton Project Number
- b. Unique Vendor Invoice Number
- c. Invoice Date
- d. Swinerton Billing Information, including purchaser name and contact information
- e. Swinerton Shipping Details, including ship address.
- f.