



Vendor Payment Terms Agreement

Phone: 678-981-8300 | **Email:** Hello@KojaPropertySolutions.com

Vendor Information

Vendor/Business Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Payment Method

We have your bank account information on file; please verify the last four digits of the account where payments should be deposited: _____

Payment Terms

Please indicate your company's standard payment terms:

☐ Net 15 ☐ Net 30 ☐ Upon Completion (subject to inspection and approval) ☐ Other:

Payment Information

Our goal is to process payments as quickly and efficiently as possible—sometimes as soon as the same or next business day. Standard payment timelines are typically 7–10 business days after receipt of a complete and approved invoice, unless otherwise agreed in writing.

All payment terms will be reviewed and agreed upon in advance to ensure alignment.

Invoice Requirements

Invoices must include:

- Vendor name and contact information
- Property address or project name
- Purchase order or work order number (if applicable)
- Detailed description of services or materials provided
- Invoice date and total amount due



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Koja Payment Policy

- Payments are typically issued within 7–10 business days after receipt of a complete and approved invoice.
- Payment is contingent upon completed work being approved by Kojia Property Solutions.
- Invoices submitted without proper documentation or work authorization may result in delays.
- Invoices must be submitted within 14 days of job completion unless otherwise approved.
- Vendors must maintain accurate banking information and notify Kojia of any changes in writing.
- Kojia reserves the right to withhold payment for incomplete, defective, or unapproved work.

Acknowledgment

By signing below, the Vendor acknowledges and agrees to the payment terms and policies outlined above.

Vendor Signature: _____ Date: _____

Koja Representative: _____ Date: _____