

## Payment Terms - How to Get Paid Accurately and On Time

Please follow the guidelines below when submitting your invoice for payment.

All invoices must include a unique invoice number, jobsite address, job number, Work Order (or Change Order), and signed lien release. Invoices may be submitted in one of the following ways:

By email: [ap.invoices@goblusky.com](mailto:ap.invoices@goblusky.com)

Please request a “read receipt” in order to document when your invoice was submitted

By mail: BluSky Restoration Contractors, LLC  
9110 East Nichols Ave., Suite 180  
Centennial, CO 80112

Correct and properly submitted invoices will be paid within 30 days of receipt. If invoices are not properly submitted, payment may be delayed.

### Labor Providers or Labor Pool

Invoices for labor must include each individual worker’s name, date and amount of time worked, hourly rate, and address where work was performed, along with time sheets (BluSky sign-in sheets may be used).

For billing inquiries, please contact our A/P Department by email at [ap.invoices@goblusky.com](mailto:ap.invoices@goblusky.com).