



PROCESSING PAYMENT ADVANCE TO SUPPLIER

Name of supplier	Category	Amount of invoice/PO (full)	Amount of Advance per SOR
Invoice Supplier 1 Cabinetry Land	Cabinetry	\$3000	\$1500
Invoice Supplier 2 Counter R US	Cabinetry	\$1000	\$ 500
Invoice Supplier 3 Heating Today Inc	Heating	\$2000	\$ 850
Amount to move to contingency			\$2850

Heating invoice:

Elec baseboard unit (4 ea) \$175 = \$700

whole house boiler \$1300.

Send pdf with the change order forms (signed by all parties) to loan officer, cc : borrower and contractor

Email with attachment-

Here is the changes ... Please note the checks should be payable the suppliers listed on each change order NOT to the contractor and should include the invoice /PO number or the borrower name or property address in the memo section. Also please confirm that the when the checks are created that they will be mailed directly to the borrower, Ms. Johnson so that she may have the control to personally take these payments to the supplier to confirm the deposits are applied to her order and to receive a receipt for the deposit.