

# ACCOUNTS PAYABLE INFORMATION

for

Turner Industries Group, L.L.C.

Turner Specialty Services, L.L.C.

**Billing Address:** PO BOX 1613  
Baton Rouge, LA 70821

**Invoicing:** Our Corporate Procurement and Accounting Departments operate from a purchase order system. All invoices must clearly state the purchase order number on the face of the invoice to be processed and the 'Billed to' company name must be correct. Turner's default payment terms are net 45 days. The terms begin upon receipt of the invoice in Turner's Corporate Accounting Department. The payment terms for equipment rentals and subcontracts are net 30 days. As a matter of policy, we do NOT pay service charges or late fees and require that all vendor payments be made electronically via ACH.

**Current Billing:** Email: [BRAP@turner-industries.com](mailto:BRAP@turner-industries.com) (case sensitive/NO REPLY)  
*\*\* Do NOT cc your vendor representative when sending current invoices to this address. Do NOT send current aging statements or inquiries to this address. Do NOT send past due invoices to this address. \*\**

**Statements, Inquiries, Requested Copies:** Contact information for your representative is below and determined by the first letter of your company's name:

**A – M**

Kristy Elias

[kelias@turner-industries.com](mailto:k Elias@turner-industries.com)

**N – Z**

Aime Peterson

[apeterson@turner-industries.com](mailto:apeterson@turner-industries.com)

**SUB-CONTRACTS**

Sarah Matthews

[smatthews@turner-industries.com](mailto:smatthews@turner-industries.com)

**Tax Hold/Issues:** April Babin – [ababin@turner-industries.com](mailto:ababin@turner-industries.com)

**Special Notes:** Do not send a revised invoice to BRAP as our system does not allow duplicate invoice numbers - your revised invoice will be deleted. Revised invoices should be sent to your vendor representative.

It is against Turner policy to 'apply' credits or unapplied funds to open invoices/balances. Please do not distribute such funds without authorization from your vendor representative.

Send **ONLY** statements, inquiries & requested copies to your vendor representative. Your representative is available to discuss any unpaid invoices sixty (60) days or older, short-paid or over-paid invoices. Due to the volume of invoices received by Turner daily, please do not contact your representative to confirm receipt of current invoices.

**Disclaimer:**

In an effort to reduce fraud risks involving payments to Suppliers, we will now require two forms of verification (written and verbal) before making changes to your ("Supplier") payment instructions. Turner works diligently to pay all suppliers timely. In the event that Turner remits a payment to a supplier in good faith and the supplier's system has been comprised (hacked, phishing attack, act of fraud, etc.) such that the payment is sent to an unintended recipient the parties acknowledge that Turner will have no liability or obligation to remit a supplemental payment. If you have any questions please contact Allison Amoroso, Corporate Accounts Payable Manager at (225) 214-2626 or Ryan Caruso, Director of Financial Reporting at (225) 214-2623.