

EQUIPMENT VENDOR INSTRUCTIONS

When invoicing Affiliated Investment Group, Inc., please follow the procedure listed below so that we may process your invoice for prompt and accurate payment:

1. Forward your **original** invoice to:
Affiliated Investment Group, Inc.
201 S Lakeline Blvd #104
Cedar Park, TX 78613

2. Show equipment as **sold** to:

Affiliated Investment Group, Inc.
201 S Lakeline Blvd #104
Cedar Park, TX 78613

3. Show equipment as **shipped** to:
ABC Company
123 Main St
Anywhere, TX 77777

4. Reference our Purchase Order Number (if applicable)

5. Describe all equipment including Manufacturer, Serial, Model, Indicate unit prices.

6. Please refer to the terms and conditions of our Purchase Order (if applicable)

Upon our receipt of your invoice (Original Please), we will send a copy to the Lessee for their approval.