



SILVI GROUP COMPANIES

355 NEWBOLD ROAD • FAIRLESS HILLS, PENNSYLVANIA 19030

Return the below vendor setup information form via email to breif@silvi.com

Basic Vendor Info:

Vendor/Company Legal Name*:		
Billing Name (HQ or other):		
Street/PO Box:		
City:	State:	Zip:
Main Point of Contact Name:		
Main Contact Email:	Main Contact Phone:	

***Please submit your business's W-9 with this form.**

Remit To (Bill FROM info):

Check One: <input type="checkbox"/> Same As Above <input type="checkbox"/> See below		
Billing Name (HQ or other):		
Street/PO Box:		
City:	State:	Zip:
A/R or Customer Service Name:		
A/R or CS Contact Email:		
A/R or CS Phone Number:		

The Silvi Group Companies standard payment terms are NET 30 EOM, in accordance with Silvi's monthly payment Policy. By submitting this form you agree to these payment terms unless other terms are agreed to in writing via formal purchase order, quote, or agreements/contracts.

Authorized Signatory (Print Name): _____

Title: _____

Authorized Signature: _____ Date: _____

For the purposes of this form, the Silvi Group Companies includes all of the following entities: Riverside Construction Materials, Inc., Gibraltar Rock, Inc., Eagles Lake Reserve, Inc., Sahara Sand, Inc., Constructural Dynamics, Inc., Sil-Kemp Concrete, Inc., Silvi Concrete of Brick, Inc., Penn Jersey Certified Concrete, Inc., Sil-Crete, Inc. Silvi Concrete of Chester County, Sil-Con, Inc., ALTA Industrial Properties, Inc., and Riverside Industrial Complex, Inc.



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18 January 2021

Valued Supplier,

The Silvi Group Companies (“Company”) has introduced the ability to pay vendors via ACH (direct deposit to a bank account) as opposed to a paper check as of 2020.

You will no longer have to wait for your check to be mailed to you or pick it up at the Company’s headquarters.

With your permission, the Company will direct deposit your payments into your business’s bank account as specified using the below form.

When a payment is processed, you will be notified via email of the amount deposited into your business’s account as well as the invoices and amounts that total the ACH transaction.

To elect ACH payments, please complete the attached form in its entirety and return to Brendan Reif at breif@silvi.com.

As always, we thank you for your commitment to service.

Sincerely,
The Silvi Group Companies
Accounts Payable and Purchasing

Brendan Reif
Head of Purchasing
Office: 215.295.0777 x3234
Email: breif@silvi.com



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ACH AUTHORIZATION FORM

Please return the below ACH/EFT information form via email to breif@silvi.com

1) Vendor Info

Individual / Company Legal Name:
Accounts Receivable Email Address:
Account Receivable Phone Number:

2) Direct Deposit/ACH Information

Check One: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name:

3) Submit AT LEAST ONE of the following:

- a. A letter on your BANK letterhead confirming your ACH information (Account Number, Routing Number)
- b. A letter on your COMPANY letterhead confirming your ACH information (Account Number, Routing Number, Bank Name, Bank Address)
- c. a copy of a voided check for the bank account to be credited

4) Submit a current copy of your company's IRS form W-9.



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I (we) hereby authorize The Silvi Group Companies, as defined in the attached Terms and Conditions, ("COMPANY") to initiate electronic credit to my/my business's checking/savings account indicated below at the depository financial institution named below to facilitate payment for invoices issued in accordance with the service and payment terms agreed upon by the parties. This authorization is further subject to the attached Terms and Conditions.

This authority is to remain in full force and effect until COMPANY has received written notification of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. This authorization may only be revoked in writing, including the account holders name(s) or the business's authorized signatory, account information and signature and emailed to breif@silvi.com.

Authorized Signer (Print Name): _____

Title: _____

Authorized Signature: _____

Date: _____



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TERMS AND CONDITIONS

The automatic payment (ACH) option for your payments is offered as a convenience to you on behalf of The Silvi Group Companies. By using this service, you are agreeing to the following terms and conditions:

For purposes of this Authorization, the Silvi Group Companies includes all of the following entities: Riverside Construction Materials, Inc., Gibraltar Rock, Inc., Eagles Lake Reserve, Inc. , Sahara Sand, Inc., Constructural Dynamics, Inc., Sil-Kemp Concrete, Inc., Silvi Concrete of Brick, Inc., Penn Jersey Certified Concrete, Inc. , Sil-Crete, Inc. Silvi Concrete of Chester County, Sil-Con, Inc., ALTA Industrial Properties, Inc., and Riverside Industrial Complex, Inc. Each of the listed entities can act pursuant to the terms of this Authorization.

The use of automatic payment does not in any way modify, extend or waive any of the payment terms or other obligations otherwise agreed upon by the parties.

Company retains the right to terminate this service to you at any time, provided reasonable notice is given to you of the discontinuation of the automatic payment option.

You will be liable for any costs and fees incurred by you or the Company in conjunction with the Company initiating a transaction with a closed account or an account with insufficient funds. ("return of an ACH") Upon return of an ACH to the Company, you will be notified to make arrangements for an alternative payment. Company will not be responsible for any late fees associated with such a payment.

Company will act in a commercially reasonable manner in insuring that the correct amount is credited to your account on the agreed upon payment dates, however, in the event of error on the part of Company, Company may elect to enter an internal credit on your account for any overpayment, which will reduce the amount of the subsequent ACH payment by such internal credit amount. In the event of an erroneous underpayment by the Company, a separate ACH transaction may be made in order to satisfy the underpaid amount. Company will not be liable for any direct, indirect, incidental, punitive, special or consequential damages (including lost profit), even if notified of the possibility of such damages and regardless of the nature of the claim whether based in contract, negligence, tort, strict liability or otherwise.

The origination of ACH transactions to your account must comply with the applicable provisions of U.S. law.



1 January 2021
Silvi Group Companies
355 Newbold Road
Fairless Hills, PA 19030

Dear Suppliers,

The purpose of this letter is to advise you that the Silvi Group Companies will be strictly enforcing its No PO – No Pay policy. Please ensure you always ask for a PO and receive an approved PO from Silvi before providing any goods or services. Without a PO, you are taking the risk that invoices may not be paid. For your information, when a PO is approved in our purchasing system, it will be sent as a PDF via e-mail to the contact provided by you.

Additionally, in order to make payments quickly and accurately and move to paperless processing, we request you email all invoices in electronic format (i.e. PDF/PNG/TIFF) to Silvi Accounts Payable at payables@silvi.com for processing in our payment system, you may CC your Silvi contact. Paper invoices should not be mailed or handed to employees.

All invoices must include a reference to the PO number and descriptions of goods and/or services provided. Full Purchase Order Terms and Conditions are included as the last pages of every purchase order.

This policy will benefit both Silvi and suppliers. Silvi will have visibility and approval authority over all purchases, and the supplier receives assurance that the invoice will be paid as per the PO. You will also have all of the necessary invoice information which minimizes the risk of delayed payments.

We thank you for working with us to improve the purchasing process.

Regards,

Brendan Reif
Head of Purchasing
Mobile: 267.400.4371
Direct Office: 267.907.9992
Main Office: 215.295.0777 x3234
Email: breif@silvi.com



THE SILVI GROUP COMPANIES

Supplier Billing Requirements (Attn: A/R Managers)

COMPANY NAME	EIN	Bill To Info*
ALTA INDUSTRIAL PROPERTIES, INC.	47-1214849	[COMPANY NAME] ACCOUNTS PAYABLE 355 NEWBOLD ROAD FAIRLESS HILLS, PA 19030 *reference the Bill To on the invoice, please DO NOT submit or mail paper invoices, email invoices to payables@silvi.com , copy (CC) other contacts as needed
CONSTRUCTURAL DYNAMICS, INC.	23-2286881	
EAGLES LAKE RESERVE, INC.	23-2967961	
GIBRALTAR ROCK, INC.	23-3071889	
PENN JERSEY CERTIFIED CONCRETE, INC.	23-2219987	
RIVERSIDE CONSTRUCTION MATERIALS, INC.	23-2416125	
RIVERSIDE INDUSTRIAL COMPLEX, INC.	23-2407813	
SAHARA SAND, INC.	23-2375943	
SIL-CON, INC.	23-3045386	
SIL-CRETE, INC.	23-1707627	
SIL-KEMP CONCRETE, INC.	23-1607518	
SILVI CONCRETE OF BRICK, INC.	25-1587585	
SILVI CONCRETE OF CHESTER COUNTY, LLC	35-2173721	

Each invoice must clearly identify the following information to ensure timely processing and payment by the Silvi Group Companies.

- 1) Purchase Order Number
- 2) Invoice Number
- 3) Bill To Info as specified above – the Company Name is listed on the PO
- 4) Invoice Date – must be the date of the shipment/delivery or service
- 5) Ship-To or Service Location Address
- 6) Silvi contact name/email/phone
- 7) Payment Terms (as per the agreed to or confirmed quote/PO/contract)
- 8) Appropriate tax rate/amount (if applicable)
- 9) Item description/detail – same amount of detail or more than PO
- 10) PO Line number for each item if listed as such on the PO
- 11) Part Number and/or Manufacturer Part Number (if applicable)
- 12) Quantity
- 13) Unit of Measure (if applicable)
- 14) Unit Cost, Extended Cost, and Total Cost

Please review this information with all necessary personnel within your organization to ensure invoice processing and payment is not delayed. Incorrectly submitted invoices may be returned unpaid for correction and resubmission.