

NOTICE TO SUBCONTRACTORS

IN ORDER TO RECEIVE PAYMENT FROM B.C.C., INC. THE FOLLOWING ITEMS ARE NECESSARY:

1. YOU MUST HAVE A TYPED PURCHASE ORDER FOR THE WORK YOU HAVE PERFORMED. THIS PURCHASE ORDER MUST BE REFERRED TO ON ALL BILLINGS RECEIVED BY B.C.C., INC.
2. WE MUST HAVE YOUR COMPANY NAME, A COMPLETE STREET ADDRESS, MAILING ADDRESS IF DIFFERENT, A TELEPHONE NUMBER WHERE YOU CAN BE CONTACTED, AND A CONTACT PERSON.
3. WE MUST RECEIVE BILLINGS IN THIS OFFICE BY THE 20TH OF ONE MONTH IF YOU WISH TO BE PAID BY THE 10TH OF THE FOLLOWING MONTH.
4. IF YOU ARE WORKING ON A JOB SITE OUTSIDE OF THE ATLANTA AREA YOU MUST TURN YOUR BILLING IN TO THE JOB SUPERINTENDENT FOR APPROVAL. HE WILL THEN FORWARD IT TO THE ATLANTA OFFICE FOR PAYMENT.
5. IF ANY ADDITIONAL WORK IS REQUESTED BY THE JOB SUPERINTENDENT THAT WAS NOT LISTED ON THE ORIGINAL PURCHASE ORDER, YOU MUST REQUEST AN ADDITIONAL PURCHASE ORDER WITH THE EXTRA WORK THAT HAS BEEN REQUESTED. THIS PURCHASE ORDER WILL GUARANTEE PAYMENT FOR ANY EXTRAS. WHEN BILLING FOR THE EXTRAS, USE THIS PURCHASE ORDER NUMBER.
* IF YOU BILL FOR ANY ITEMS THAT ARE NOT ON THE PURCHASE ORDER NUMBER REFERRED TO, THIS REQUEST WILL BE REFUSED AND WILL HAVE TO BE REBILLED IN THE PROPER MANNER. THIS WILL SLOW PAYMENT TO YOU FOR 30 DAYS.

IF THERE ARE ANY QUESTIONS CONCERNING THE ABOVE INFORMATION PLEASE CONTACT SHIRLEY CONE IN THE ATLANTA OFFICE AT 404-237-7706 AND SHE WILL GIVE WHATEVER ASSISTANCE IS NEEDED.

THANK YOU!!!!

Exhibit A

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