

RE: **Vendor Communications**
Effective Date: **September 1, 2023**

Dear Vendor,

We look forward to working with you at a Corner Property Management community.

Your Community Manager contact is:

Name:
Email:
Phone:

For expedited handling of your invoices, kindly follow the below instructions:

- Email your invoices to Invoices@cp-management.com
- Each invoice must be a separate attachment
- Billing name must be the **COMMUNITY NAME** where the work was performed:

Example: **Community Name**
c/o Corner Property Management
PO Box 297
Springfield, NJ 07081

- Do not email **and** mail invoices, **or** send repeatedly until paid, this causes delays
- Register with **Association Network Services (ASN)** by following the steps below:
 1. Go to our website at **<https://www.cp-management.com>**
 2. Select RESOURCES from the Main Menu
 3. Select VENDOR CERTIFICATION from the Resources Menu
 4. Select the 'REGISTER HERE' and Pay for your Membership
 5. Submit your Vendor Information Form and Insurance Certificate (GL + WC)

If you have any questions, please call us at 973-376-3925 and ask for Accounts Payable.

Thank you,
Corner Property Management

