



Dear Vendor Partner,

We are excited to welcome you as a new member of our Brushy Creek family. Brushy Creek provides a high quality of life for its residents. The District prides itself on consistently ranking among the best in the state of Texas for water quality and having an exceptional customer service team. The Brushy Creek Life revolves around our community. The District places a high priority on Parks and Recreation. Events, movies, and live music frequently occur at the parks and pools.

We have enjoyed many longstanding vendor relationships throughout our years in business, some more than 40 years. We hope to share this vision with you during our new partnership. Welcome to the Brushy Creek family.

This letter is to assist you in understanding the District's procedures for timely payment of your invoices. To avoid possible delays in processing your invoices, we request that all invoices submitted for payment contain the following information:

- Invoice Number
- Invoice Date
- Due Date
- Amount Due
- Payment Terms
- Payment Options
- PO Number (if no PO # was given, write name of person that solicited the service or purchased goods)
- Vendor Contact Information
- Client Contact Information
- Itemized Products with delivery date or Description of Services rendered with date
- If an inspection or maintenance is performed, provide a detailed report of findings/recommendations
- Ship to or Services rendered address
- Cost breakdown of Materials and Supplies

If you have any questions please contact me at 512-255-7871 ext. 407. If you need to contact the accounting office you may reach them at 512-255-7871 ext. 202 or via email at [ap@bcmud.org](mailto:ap@bcmud.org).

Sincerely,

A handwritten signature in blue ink that reads "Nora Dinsmore".

Nora Dinsmore  
Purchasing Specialist