



TRADE PARTNER ONBOARDING

Welcome!

At Southern Luxe Home Innovations, we value the expertise and contributions of our trades partners. We understand that our success depends on the collaborative efforts of a skilled and reliable network of professionals like you. This packet is dedicated to providing essential information and resources to ensure a seamless partnership between our company and trades partners.

southernluxehomeinnovations.com



Why work with Southern Luxe?

Professionalism: We uphold the highest standards of professionalism in every aspect of our work. We value open communication, prompt response times, and a commitment to delivering exceptional results.

Quality Craftsmanship: We believe in creating homes of unparalleled quality and craftsmanship. As a trades partner, your skills and attention to detail are crucial in helping us achieve this goal.

Timely Payments: We understand the importance of timely compensation for your hard work. We prioritize prompt payment to our trades partners, ensuring a mutually beneficial working relationship.

Respect and Collaboration: We foster an environment of respect and collaboration, where everyone's expertise is valued. We believe in building strong relationships with our trades partners, working together as a team to achieve outstanding outcomes.

How to Join Our Network:

Registration: If you are interested in becoming a trades partner for Southern Luxe Home Innovations, please complete our registration form. This will provide us with essential information about your company, services, and areas of expertise.

Pre-Qualification Process: We carefully review each trades partner application to ensure alignment with our company values and standards. This may involve verifying licenses, insurance coverage, and references. All licensed trades are required to provide their respective documentations and licenses.

Trades Partner Agreement: Once approved, we will establish a trades partner agreement that outlines our working relationship, expectations, and responsibilities. This agreement will protect the interests of both parties and ensure a clear understanding of project requirements.

Resources for Trades Partners:

- 1. Project Information:** As a trades partner, you will have access to project-specific information, including plans, specifications, and schedules. This ensures that you are well-informed and can plan your work accordingly.
- 2. Communication Channels:** We provide efficient communication channels to facilitate smooth coordination and timely updates. Whether through email, phone, or project management software, we strive to keep you informed throughout the project.
- 3. Payment and Invoicing:** Our dedicated accounting department handles trades partner payments promptly. We provide clear guidelines on invoicing procedures and payment schedules to ensure a streamlined process.
- 4. Safety and Compliance:** We prioritize the safety of our team and trades partners on every project. We maintain strict adherence to all safety regulations. It is essential that all trades partners provide up-to-date proof of insurance to ensure compliance.

Downloadable Forms:

To streamline our administrative processes, we request that trades partners download and complete the following forms:

1. **1099 Form:** Download and fill out the 1099 form, which is required for tax purposes. This form ensures accurate reporting of payments made to trades partners.
2. **Direct Deposit Form:** Complete the direct deposit form to receive your payments electronically. This secure and efficient method expedites the payment process.

Join Our Network:

If you are a skilled trades partner who shares our commitment to excellence, we invite you to join our network. Together, we can create exceptional homes that exceed client expectations.

To begin the registration process or for any inquiries, please contact our trades partner coordinator at info@southernluxehomeinnovations.com or call 936-205-1617.

We look forward to partnering with you and building a successful future together.

Sincerely,

Chris and Laken Turner

Southern Luxe Home Innovations

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PAYMENT PROCESSING GUIDELINES

THANK YOU FOR PARTNERING WITH SOUTHERN LUXE HOME INNOVATIONS (SLHI)

We value your contribution as a trusted Trades Partner. To ensure a smooth and efficient payment process, we have outlined the following guidelines:

1. Initial Contract Setup:

- Our project managers will contact you and send a Bid Request outlining the scope of work.
- Both parties must agree on the price for the scope, which should be confirmed via email for documentation purposes.

2. Invoice Submission:

- Once the price is confirmed, please send an official invoice from your company.
- Each invoice should include your company information/letterhead and the agreed-upon amount.

3. Contract and Payment Breakdown:

- You will receive a contract that includes a detailed breakdown of the payment schedule.
- Please review the contract and ensure the accuracy of the payment details.

4. Lien Release and Payment Schedule:

- To schedule payments, we will provide a lien release form for you to sign and return.
- Please note that the scheduled payment may not be released on the same day as the signed release.

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PAYMENT PROCESSING GUIDELINES

5. Payment Process:

- Submit your original invoice via email to:
 - Coordinator: info@southernluxehomeinnovations.com
 - CC: chris@southernluxehomeinnovations.com
- In the email, clearly indicate which draw you are requesting, the amount, the Purchase Order (PO) and Job Name, and provide a brief description of the completed scope of work.
- Approval from Chris is required for the waiver and payment release.

6. Inspection and Approval Process:

- Our Project Management team has up to 7 days to complete inspections and approve the completed scope of work.
- Please consider this timeframe when planning your work schedule.

7. Required Documentation:

- To ensure compliance, all licensed Trades Partners must provide up-to-date proof of insurance and relevant licenses.

8. Download and Return Forms:

- To streamline our processes, please download the 1099 form and Direct Deposit form from our website.
- Complete the forms and return them to our coordinator via email.

PLEASE NOTE:

- SLHI strives to process payments as quickly as possible.
- We appreciate your patience during the inspection and approval period, which ensures quality control.
- Payments cannot be released without approval from Chris or Ryan.
- Photographs are not sufficient for inspection approval. A project manager must physically inspect the completed work.
- We recommend sending invoices ahead of time for faster processing, but final approval rests with our project managers.

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Thank you for your dedication and commitment to providing exceptional services as a Trades Partner. We value your contribution and look forward to a successful partnership. Should you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Chris and Laken Turner". The script is fluid and cursive, with the first names being more prominent.

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CONTRACT AND PAYMENT INFORMATION

Initial Contract Setup

1. You will be contacted by our project managers who will send you a BID REQUEST about the scope of work.
2. Both parties will agree on price for the scope and this should be confirmed on that individual email thread. Please refrain from confirming via text or call. If SLHI accounting team does not have BOTH the confirmed price from both parties in the email, payment can not be released.

(There is less confusion when all correspondence is documented).

3. You will send us an official invoice from your company as confirmation. Each invoice should include your company information/Letterhead and the agreed upon amount.
4. You will be sent a contract with this breakdown included-

For all payments to be scheduled : We will send a lien release to sign and send back and we will schedule a payment once completed. (please note the scheduled payment may not go out the same day as signed release)

Payment breakdowns

Job Total= \$\$\$\$\$

First lien released draw= % of total

2nd lien released draw=% of total

Final release draw= % of total

You MUST accept contract amount PRIOR to work starting and establish estimated/start date with Project Management.

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CONTRACT AND PAYMENT INFORMATION

How to Request Progress Draws:

Attach your original invoice

Email to the following:

INFO@southernluxehomeinnovations.com ,

cc: christurner@southernluxehomeinnovations.com

Your approval must be responded to by chris for waiver and payment to be released

Email WHICH DRAW YOU ARE REQUESTING AND THE AMOUNT
The PO and Job Name

Ex: Draw Request

Company: Southern Luxe Home Innovations

Requesting payment for PO #

(clients name/job number from contract)

Scope of work completed

*Requesting 2nd draw amount of \$****

Please note: Project management has 7 DAYS to complete inspection and approve scope of work completed. Please account for this prior to starting.

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CONTRACT AND PAYMENT INFORMATION

PLEASE NOTE:

SLHI can have 10-20 active homes at a time and we have anywhere from 15-20 contractors on each project all with multiple scopes and release requirements and rather than being on a net 30 like many other builders, we try to release payments as quickly as possible.

Our resolve, to get our contractors paid quicker was to allow us 7 days to approve the work and we will release payment post inspection with CHRIS OR RYAN. Payments can not be remitted without their approval. We are receiving a large amount of email follow-ups less than 24 hours after initial invoice submissions. We promise we are working as fast as we can to get payments out, and we do not want to swap to a net 30, therefore we ask that you also allow the 7 days for our inspections to be completed. If we have approval same day - we will release and you will be notified with 2 emails- one with your lien release and the second with your schedule payment info.

You can send the invoices ahead of time so we can have them ready for release, but ultimately the office does not hold the final key to approving your work. Photos are not approved inspections. We have to have a project manager actually see the completed work in person to approve. We hope this makes sense to everyone and we do appreciate you all and your dedication to being the best trades partners in TEXAS!

We look forward to growing with each and everyone of you! And as always, feel free to give us a call if you need clarification on anything.

Sincerely,



Southern Luxe Home Innovations