



## Moontower Resources Operating, LLC Vendor Billing Process & Requirements

It is highly encouraged that all invoices be submitted electronically via email to [moontowerap@moontowerres.com](mailto:moontowerap@moontowerres.com).

Invoices that are sent via the US Postal service, and received by such, will be delayed significantly for processing and payment.

- Invoices must be in .PDF format with field tickets/back up documents attached to each invoice
- Each invoice is to be named by vendor name and invoice number (for example: Halliburton INV123456789)
- Each invoice (with related field ticket/back up documents) is to be scanned separately (no batches of multiple invoices in one PDF)
- Field ticket/back up documents with a work verification signature (company man or representative authorized to verify that goods/services were completed on the day of service), which must accompany the invoice in order for it to be submitted for second approval and then processed for payment. This signature does not approve price or guarantee payment.
- Invoices must reflect:
  - Correct entity being invoiced: Moontower Resources Operating, LLC
  - Complete Well/Lease Name and if applicable, AFE number
  - The word "Invoice"; payments will not be approved for field tickets only
  - Vendor Company Name
  - Vendor Remit To Address / Phone # / E-mail address for billing department
  - Invoice Number and Date
  - Service Date
  - Total Invoice Amount
  - Detailed Description of Goods Delivered/Purchased or Services Provided
- To inquire and obtain the status of an invoice or to inquire about a payment received, please send your inquiry to [moontowerapcorrespondence@moontowerres.com](mailto:moontowerapcorrespondence@moontowerres.com).