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P.O. Box 1086 • Nash, TX 75569 • 903.838.7000

**Subcontractor Policy:**

All subcontractors must complete our vendor packet before being hired.

Please provide a certificate of liability with Vanderhoof Tree Lawn & Landscape, LLC and/or Blue Canyon Pools of Texarkana, LLC as certificate holders. If you do not carry GL insurance, a 20% fee will be deducted from your invoice in order to provide coverage for your trade while working on our jobs.

Submit all paperwork to:

Rebekah Smith

By Email: [office@vanderhoofgarden.com](mailto:office@vanderhoofgarden.com)

By Mail: PO Box 1086, Nash, TX 75569

In Person: 6872 Hampton Rd, Texarkana, TX 75503

All checks will be mailed or available for pick up at the office after 4:00pm on the 15<sup>th</sup> and 30<sup>th</sup> of every month. In order to receive your payment on the 15<sup>th</sup>, your invoice must be submitted by the 30<sup>th</sup> of the previous month. To receive payment on the 30<sup>th</sup>, your invoice must be submitted by the 15<sup>th</sup>. All invoices must include a detailed description of the service provided and a PO (job name, client name or address).