

Exhibit 4

Service Provider Invoicing Instructions

Service Provider shall comply with the invoicing instructions set forth below, which is incorporated herein by reference. EFM reserves the right to change the format and methodology in which invoices are submitted, processed and paid in its sole discretion upon providing written notice to Service Provider. All invoices shall be submitted to EFM for review, coding and approval no more frequently than monthly (after services rendered) and within thirty (30) days of completion of the related Services. Any invoices submitted more than sixty (60) days after the close of the month in which the Services are rendered shall not be paid unless expressly approved in EFM's and Client's sole discretion. All invoices shall include an itemization of all applicable Taxes (as hereinafter defined) due in connection with such invoice and other substantiating documentation or information as reasonably required by EFM, including lien waivers and releases for itself and each of its subcontractors and suppliers, as applicable.

To ensure that all transactions with your company are carried out in a timely manner, you are required to follow the process below:

Invoices Submittal Method

- Invoice may be emailed to invoices@expressfm.com
- Invoices are to be attached as PDF files and one PDF is to contain one invoice. Sending invoices in any other format is not allowed and will not be processed
- Only invoices should be delivered to the invoices@expressfm.com email address and any other information is discarded
- The alternate method for invoice submittal is via mail to: 3902 E. University Dr. Suite #6 Phoenix, AZ 85034
- Express Facility Management is Tax exempt in all 50 States, Resale Certificate available upon request. Invoices with Sales Tax will be rejected.

Vendor's Invoices shall include,

- Vendor's company name, address, and phone number
- Email address for invoices issues
- Bill to address - Account Payable - Express Facility Management
- Invoice number
- Invoice date
- Property name and address where the services are rendered
- Service date/month
- Service description
- PO number provided by the Operation Dept. for special projects, additional or out of scope work.

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Service Agreement - _____

Vendor's invoices that will be rejected or delayed

- Sending an invoice to an email address other than invoices@expressfmg.com
- Emailing a single PDF file with multiple invoices
- Not including a property name/address
- Not including a PO number, service date and/or service description

Net 30 Terms

NET 30 – Express Facility Management pays the total invoice 30 days from the end of the billing cycle. Express Facility Management pays for services rendered, which means only after the service has been performed, so in the case of recurring contracts, the service is not considered complete until the final day of the period of performance, and that would be the final day of the month. For instance the month of April would be from April 1, 2022 to April 30, 2022 and payment for that period of performance would be due NET 30, which is May 30, 2022. We do allow partners like yourself to send in their invoices before the end of the billing cycle with the understanding that the invoice will dated the last day of the month and will not be valid and posted until the last day of the month.

Billing Month	Invoice Submittal Date	Expected Payment Date
January	31-Jan	2-Mar
February	28-Feb	30-Mar
March	31-Mar	30-Apr
April	30-Apr	30-May
May	31-May	30-Jun
June	30-Jun	30-Jul
July	31-Jul	30-Aug
August	31-Aug	30-Sep
September	30-Sep	30-Oct
October	31-Oct	30-Nov
November	30-Nov	30-Dec
December	31-Dec	30-Jan

For General Accounts Payable inquiries such as payment status or invoice questions email ap@expressfmg.com. Contacting accounting excessively for payment inquiry before terms will result in negative points in Score Card.