

Charger Shale Oil Operating, LLC

Attn: Vendors and Suppliers

Re: Billing Process and Requirements

All invoices are to be submitted electronically to ChargerAP@ChargerOil.com . Should invoices be received via mail, their processing and payment will be delayed.

- Invoice must be in .PDF with field tickets/documents attached to each invoice
- Each PDF file is to be named by the invoice number
- Each invoice (with related field ticket) is to be scanned separately (no batches of multiple invoices in one PDF)
- Field Ticket/ Back Up with a work verification signature (company man or representative authorized to verify that goods/services were complete on the day of service), which must accompany the invoice in order for it to be processed for payment or second approval. This signature does not approve price or guarantee payment.
- Invoices must reflect:
 - the Charger Shale Oil Operating, LLC Well No (Ex: TXCHA#####) and Well Name
 - 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
 - Total Invoice Amount
 - Detailed Description of Goods Delivered or Services Provided
 - Please DO NOT charge Sales Tax (We hold a permit for direct payment of Texas Sales Tax; an exemption certificate will be provided upon approval of vendor setup). Invoices reflecting New Mexico Gross Receipts Tax will have those amounts deducted from our payment.