

HOW TO GET PAID

Here are some general tips on how to get paid promptly and without hassle. Some may apply to your job others may not. Pay close attention to those that apply:

1. **Signed Subcontract Agreement or Purchase Order:** Please sign and return within **SEVEN (7)** days of receipt. It is very important that you are in agreement with the terms of your contract.
2. **Insurance:** Provide complete insurance certificates (General Liability, Automobile and Worker's Comp)
3. **Timely Billing: Monthly** billings must be received in our office by the **25th of the month** for payment to be made, upon receipt of payment from the owner. Billing received after the 25th of the month will not be processed for payment until the following pay cycle. We require an **ORIGINAL**, signed payment application. **Faxed copies will NOT be accepted. DO NOT SEND INVOICES TO JOBSITE.**
4. Retainage **will be withheld** for this job at **5%** for all subcontractors (suppliers are exempt from retainage.)
5. **Certified Payroll Reports: If** you are performing work on a public project, Certified Payroll Reports must be turned in monthly with your application for payment. **We require 2 copies (one (1) original and one (1) copy). Faxed copied will not be accepted.**
6. **Lien Waivers:** Provide with each draw request.
7. **Operation & Maintenance Manual and Warranty materials:** Please provide these as early as possible, but no later than 75% of project completion. Please refer to requirements in the project manual. Please tab and label your information appropriately. If warranties have to be applied for, please apply for them as soon as possible. Warranties must have **original signatures**. If you have any questions regarding what you need to submit, please call.
8. **As-Built Drawings:** If your specification section requires as-builts, please provide as soon as possible at the completion of **your** work. Do not wait for the job to end before providing this.
9. **If** you have any question regarding these requirements or any thing else that pertains to this job please contact this office and we will be more than happy to answer them to the best of our ability.

We are happy to be working with you and hope that we have a successful relationship during the course of this project.