

# Billing/Payment Policy

## TO: SUBCONTRACTORS

### 1) INVOICE:

The attached "Subcontractor Application for Payment" must be used.

Invoices must be received by 5:00PM on the 25th of each and every month during the length of your subcontract work.

Fax **APPROVED** monthly billing to: 714-777-0978 ATTN: ACCOUNTING DEPT.

The attached "Schedule of Values" must be used.

Percentages billed MUST first be submitted to the jobsite Superintendent at the jobsite trailer fax by 8:00AM on the 24th of each month. The jobsite Superintendent and I.O.R. will review the submitted line item percentages. They will either be approved, changed or denied. These will be faxed back to your offices for processing and submission to the accounting fax number indicated above. ONLY those percentages will be processed for the billing month. Any invoice submitted with anything OTHER than the approved percentages will result in your monthly billing being REJECTED. Please mail your original invoice with proper releases to our Anaheim office by the end of the month.

### 2) RELEASES:

Supplier releases must be submitted with your original monthly invoice. Conditional releases must be for the same time period as your invoice. All prior unconditional releases from prior payments both from your suppliers and your company must also be submitted with your original monthly invoice.

### 3) CHANGE ORDERS:

Changes to your original contract can only be invoiced when GWC has issued a Change Order to the contract. Proper documentation MUST be submitted to the Project Manager before GWC will issue any Change Order.

In addition, proper daily timesheets and/or extra work orders must be submitted to the jobsite superintendent for his review. His signature indicates receipt only and does not indicate any authorization for issuance of any changes to the contract.

### 4) PAYMENT SCHEDULE:

Correctly submitted invoices, received by the 25th of the month, will be paid within 10 days of receipt of payment from the Owner.

# GREAT WEST CONTRACTORS, INC.

4562 E. EISENHOWER CIRCLE, ANAHEIM CA 92807 714-777-0977 FAX: 714-777-0978

## SUBCONTRACTOR'S APPLICATION FOR PAYMENT

FROM: \_\_\_\_\_

PROJECT: \_\_\_\_\_

PAYMENT REQUEST NO.: \_\_\_\_\_ PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### STATEMENT OF CONTRACT ACCOUNT:

1	ORIGINAL CONTRACT AMOUNT	\$ _____
2	GWC <u>APPROVED AND ISSUED</u> CHANGE ORDERS ONLY: # _____ THRU # _____ (BILLING WILL BE REJECTED IF AMOUNTS NOT APPROVED & ISSUED BY GWC ARE INCLUDED)	\$ _____
3	ADJUSTED CONTRACT AMOUNT	\$ _____
4	VALUE OF ORIGINAL SUBCONTRACT WORK COMPLETED TO DATE: (PER ATTACHED BREAKDOWN)	\$ _____
5	VALUE OF GWC <u>APPROVED AND ISSUED</u> CHANGE ORDER WORK COMPLETED: (PER ATTACHED BREAKDOWN)	\$ _____
6	MATERIALS STORED ON SITE (APPROVED BY I.O.R. ONLY) (PER ATTACHED BREAKDOWN)	\$ _____
7	TOTAL WORK COMPLETED TO DATE: SUM OF LINES 4,5,6.	\$ _____
8	LESS AMOUNT 10% RETAINAGE (LINE 7 X RETAINAGE %)	\$ _____
9	TOTAL LESS RETAINAGE (LINE 7 LESS LINE 8)	\$ _____
10	TOTAL PREVIOUS APPLICATIONS (LINE 9 FROM PREVIOUS APPLICATION)	\$ _____
11	AMOUNT DUE THIS REQUEST (LINE 9 LESS LINE 10)	\$ _____

### CERTIFICATE OF SUBCONTRACTOR:

I hereby certify that the work performed and the materials supplied to date as shown on lines #4, #5 and #6 represent the actual value of accomplishment determined by the I.O.R. under the terms of the Contract (and all approved and issued changes hereto) between the undersigned and Great West Contractors, Inc. relating to the above referenced project, and the remaining contract is sufficient to cover all costs of completing the Subcontract Work in accordance with the Contract Documents.

I also certify that payments, less applicable retention, have been made through the period covered by previous payments received from the Contract (1) all of my Subcontractors (Sub-Subcontractors) and (2) for all materials and labor used in or in connection with the performance of this Contract further certify I have complied with Federal, State and Local tax laws, including Social Security laws and Unemployment Compensation laws and Worker's Compensation laws insofar as applicable to the performance of this Contract.

I certify (or declare) under penalty of perjury and the laws of the State of California that the foregoing is true and correct:

SUBCONTRACTOR: \_\_\_\_\_

AUTHORIZED  
SIGNATURE: \_\_\_\_\_

( Corporate Officer, Partner or Individual Owner )

DATE: \_\_\_\_\_

Title: \_\_\_\_\_

