

## **Important Billing Information**

Enclosed is your contract for the work you will be performing for Metric Construction. Please read it carefully. The following is a list of billing procedures to be adhered to.

- All applications for payment must be submitted on the AIA requisition form that is enclosed with your contract.
- Applications for payment are due in Metric's main office by the 21<sup>st</sup> of the month. **FAXES ARE NOT ACCEPTABLE.**
- Payment will be made approximately on the Friday following the 21<sup>st</sup> of the next month (net 30 days) provided payment from owner has been received by Metric Construction.
- **All phone calls regarding payment must be directed toward the Project Manager.**
- An original certificate of insurance must be submitted to Metric's office before work is commenced. A FAX COPY IS NOT ACCEPTABLE. The certificate must state "**Metric Construction is Additional Insured with respect to work performed by the Insured**" in the description of operations section. Documents will be needed, as proof, along with the certificate if there are any endorsements limiting or excluding coverage. Additionally, the certificates must show current **General Liability, Auto and Workers Compensation** coverage. Current certificates must be in place through the warranty period. Progress payments will not be released if a current certificate is not on file. It is **YOUR** responsibility to ensure that the certificates are up to date and cancellation notices are mandatory from the Insurance Agency.
- A completed and notarized original lien waiver made out for the amount of previous payments must be submitted before subsequent payment can be made.
- The subcontractor must provide a schedule of all material suppliers and subcontractors, including names and contact information on Attachment E and return with signed contract. The subcontractor is responsible for submitting revisions to Attachment E as needed.
- Final payment will be released in exchange for an original final waiver of lien and sales tax form submitted on your letterhead (Attachment D-5).
- **You are not permitted to pick up payments.**
- An executed copy of this contract must be submitted to Metric prior to processing of any pay application.
- A 10% fee will be charged for any joint checks written to the subcontractor and supplier.
- Any early payments will be surcharged a 10% fee.
- All back-charges will include an additional 10% fee for administrative costs.

Signature \_\_\_\_\_

Metric Project # \_\_\_\_\_

Title \_\_\_\_\_

Project Name \_\_\_\_\_

Company \_\_\_\_\_