

Billing Instructions

To: Accounting Managers

From: BSM Construction, Inc.

Re: Subcontractor Billing Instructions

Be advised that the following instructions are required to ensure future payment.

- A. **Billing Format Required-** Please be sure to include the invoice date and invoice number on all invoices as well as job number and location.
- B. **Required Received Date-** All billings must be received no later than the 25th of the month as stated in Section IV of the Subcontract Agreement. Billings received after this date will delay payment until the following month.

Some developers require us to have invoices due by the 20th of the month. Refer to your subcontract for specific information.

- C. **Required Lien Releases-** Please find attached master conditional releases for your files. We ask that you make copies of these releases and send a signed copy of the progress release with each progress billing. Upon receipt of payment from us, please sign and return the copy of the unconditional release which is attached to the check.
- D. Send a retention statement (billing) with your 100% progress billing, and a conditional final lien release for the retention amount.
- E. On occasion, we may require monthly releases from your suppliers who file a prelien notice.
- F. A certificate of insurance must be on file, naming BSM Construction, Inc. and the owner as additional insured, with an endorsement attached. The cert must show General Liab, Worker's Comp, and Auto coverage.

Any variation of the above requirements will cause a delay in payment.

*******Please retain this copy for your files*******