

SUBCONTRACTOR BILLING PROCEDURES

All Requests for Payment must be submitted and received by TCL no later than 5:00pm on the 20th of the month. Note that work should be projected through the end of the month. Faxed or emailed copies are acceptable. Invoices received by TCL after the 20th of the month will be considered to have been submitted in the next accounting period and paid as such.

CERTIFICATE OF INSURANCE

Must be on file, naming TCL Partners and the owner as additional insured, with all endorsements attached before any payments will be released. Please refer to job specific requirements on page 6 of your subcontract.

PROGRESS PAYMENTS - OTHER REQUIRED DOCUMENTATION:

Conditional Interim Release of Lien Rights – Required with each billing

RETENTION/FINAL BILLING - OTHER REQUIRED DOCUMENTATION:

Conditional Final Release of Lien Rights – Required with retention and/or final billing

Any and All O&M information – Required (as applicable) before final payment will be released.

PAYMENT DATES:

Payments are made on the 10th and 25th of the month following receipt of your invoice.

Retention is paid at the end of the project, after it is received from the owner.