ELITE
RETAIL SERVICES, INC.

**MAIN OFFICE ADDRESS**: P.O. BOX 618
LAKE JACKSON, TX 77566 PHONE: 979-285-0712 FAX: 979-285-0714

# BILLING REQUIREMENTS

All invoices are required to be **ORIGINAL** Invoices. We will **NOT** accept faxed copies of invoices. If you fax an invoice it will be thrown away. We do accept emailed invoices - send to: scarroll@elite-construction.com

All invoices must include your name, mailing address, phone/fax number and reference the project it is for.

Payments are made 30 days from the date of receipt of the original invoice.  You are to bill for Work in Place. That means, if you are 30% done with the project then you can submit an invoice for 30%. We will not accept invoices that are billed in advance. All invoices are stamped in received every day and the check will be cut 30 days from that date.

Retainage of 10% will be held out of all invoices until job is 100% complete and all Change Orders are in and approved by the Client.

You may use your own form – AIA invoices will not be accepted.

**Change Orders MUST be billed separately. You MUST include a copy of the Change Order signed by the Project Manager. Any Change Order not signed by the Project Manager will NOT be paid. The Superintendent is NOT authorized to approve Change Orders.**

Subcontractors that offer at least a 5% discount may have the opportunity to get paid early.

Checks are cut every Tuesday and are mailed on Wednesday. If you would like your check to be Fedexed, you will need to provide us with your Fedex Acct # and it will be sent on Wednesday for Thursday delivery.

## PAPERWORK REQUIRED TO RELEASE CHECK

You must have the following information in to the office before your check will be released:

1) Signed copy of Purchase Order
2) Insurance Certificate – see sample. Elite MUST be listed as additional insured – NO EXCEPTIONS!
3) W-9 – completed & signed
4) Signed/Notarized Subcontractor Affidavit

We do not need any originals of the above paperwork. All can be faxed or preferably emailed in.

It is NOT our responsibility to make sure that all of your paperwork is in. That is up to YOU. You may contact us to make sure that we have received this information.

# LIEN WAIVER REQUIREMENTS

Lien Waivers are required on all projects and the requirements vary from client to client. Some clients require Partial Waivers of Lien and some just require Final Waivers of Lien. If Partial Waivers are required then they will be sent with your payment. Additional payments will not be made until previously issued waivers have been completed, returned, and accepted.

Full Unconditional Waivers of Lien will be provided when we cut retainage – this will include original contract amt plus any additional change orders. These lien releases are to be signed, notarized, and mailed in to the office BEFORE your retainage will be released.

Subcontractors' failure to provide additional closeout documents such as warranties, vendor/material suppliers list, as-built drawings, operation & maintenance manuals, air balance reports, etc. will also hold up retainage payments.

It is Elite's goal to pay on time & accurately. We want everything to run smoothly and efficiently!
If you have any questions, please feel free to contact our friendly staff at any time!

THANK YOU FOR YOUR COOPERATION!