

HOW TO BILL

MONTHLY PAY APPLICATIONS:

Subcontractor Application for Payment:

You are required to use this format on your monthly progress billings. Billings should be received at T.W. Clark Construction's Spokane office by the 25th day of the month, to be included in the month's payment application to the owner. The billing should be projected to the last day of the payment period (the end of each month) and should indicate work completed. If you fax or email your billing, you need only to send the TWC format & your schedule of values. However, you should send the original of these, the monthly certifications and the lien waivers in your follow-up mailing.

Monthly Certification:

You are required to complete and submit this form with each of your monthly progress billings.

Interim and Final Lien/Claim Waivers:

Each month, Form #1 will be required to be filled out for each of your monthly draws. It includes an Interim Conditional for the current month and an Interim Unconditional from the previous month. We will need to receive the form from your company and also from **EACH of your lower tier subs and any suppliers** that you have billed for. These are required prior to any payments being made to you.

At the end of the project, Form #2 will be required. This is a Final Conditional as well as a Final Unconditional form. We will need to receive the form from your company and also from **EACH of your lower tier subs and any suppliers** that you have billed for during the course of construction. Prior to final payment being made, the Final Conditional side must be filled out. After final payment is made, we will need the Final Unconditional side of the form filled out and sent back to us.

Schedule of Values:

See sample.

Certified Payroll:

Email your certified payroll reports to shannon@twclark.com.

Monthly Statement of Apprentice/Journeyman Participation Form:

Email your completed form to shannon@twclark.com.