



4501 Beverly Avenue  
Jacksonville, FL 32210  
(904) 384-8611  
(904) 388-7646 fax

## TO ALL SUBCONTRACTORS

### BILLING REQUIREMENTS'S AND PAYMENT SCHEDULE

All Subcontractor Requisitions **must** have a Purchase Order number and an Invoice number. Purchase order numbers are issued by the Project Manager on the Letter of Intent and Subcontractor Agreements.

All Schedule of Values and/or Invoices **must be original** mailed copies. If you submit a Schedule of Values, an invoice is not necessary. **No faxed copies will be accepted.** Subcontractor Requisitions should be mailed or delivered to Kendale Design/Build, LLC at 4501 Beverly Avenue, Jacksonville, FL 32210. Kendale will not be responsible for any invoices given to field personnel.

#### **Billing:**

Beginning October 24, 2008, all new contracts, no payment will be issued until the Subcontractor Agreement, W-9, and Certificate of General Liability and Worker's Compensation paperwork is returned to Kendale Design/Build. Subcontractor Requisitions will be paid once a month per project. Requisitions should be in our office by the 25th of the month and will be paid upon receipt of and clearance of the payment from the client. Checks are only issued on Fridays.

All invoicing **must** be billed on a Subcontractors Requisition Form and **must** have a Progress/Partial or Final Lien release and Schedule of Values or invoice attached. If you do not have these forms please contact the office and they can be emailed or faxed to you.

All Invoices over \$1000.00 should be billed with 10% retainage deducted and a *separate invoice* for the retainage **must** be submitted for payment, along with a Conditional Final Release of Lien. The 10% retainage will be approved and paid 30 days after successful completion of the Subcontractor's scope of work.

Any invoices that do not meet these requirements will be returned to the Subcontractor for correction and payment may be delayed.

This agreement **must** be signed and received in our office before any payments are made to the Subcontractor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name