

### SUBCONTRACTOR PAYMENT PROCESSES ACKNOWLEDGEMENT

The following documents must be submitted by Subcontractors requesting payment for work completed/\*materials ordered:

- Your Company's Invoice for Work Completed during period
- Completed and Authorized Subcontractor Payment w/ Continuation (We have a form if your company does not)
- \*If requesting a draw for the order of materials, an order confirmation with an associated and approved lead time by Baycrest Corporation will be required.

Baycrest Corporation makes payments to subcontractors on an "as-paid" basis, meaning that we will make payments to subcontractors as we are paid by the client.

**All the required documents listed above** shall be submitted by end of business on the 25<sup>th</sup> day of the month or the next business day thereafter for a draw request to be in consideration of payment for the current work period. This ensures that we have enough time to verify the completion of all work and process payments to subcontractors in a timely manner.

Payments will be issued to subcontractors on the first Friday following the receipt of payment by the client.

Insurance compliance will be verified monthly so please ensure that we have updated copies of all documents listed on the Subcontractors' Requirements to Bid Form. If documents on-file are no longer valid at the time of the draw request, payments to the subcontractor will not be made until updated and valid documents are provided. This may lead to a delay in payments as we make payments once a month, so please verify all documents are valid.

Please designate whether you would like your company's payment delivered via mail or picked up at our office at the address listed in the footer by selecting an option below.

- ( ) Payment via Pickup at our office listed below
- ( ) Payment Via Mail to the address listed on the subcontractor-completed request for payment

Subcontractor's Request for Payments & Invoices can be sent to Genia Ferrell (Accounts Payable) at [gferrell@sandcofl.com](mailto:gferrell@sandcofl.com)

Insurance Compliancy Verification can be verified by contacting Sima Patel at [spatel@sandcofl.com](mailto:spatel@sandcofl.com)

Any questions about this process can be directed to Dominic Williams, Estimator/PM, at [dwilliams@teampcg.com](mailto:dwilliams@teampcg.com)

Please review, sign, and return this document to Dominic Williams, Estimator/PM, at [dwilliams@teampcg.com](mailto:dwilliams@teampcg.com)

We cannot accept any bids from your company until this document and your insurance is verified.

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

Signature of Officer: \_\_\_\_\_

Date: \_\_\_\_\_