



Billing and Payment Procedures

As part of our requirements, in order to be sure that the payment process remains smooth and quick, the following guidelines need to be followed completely:

- Most of the Subcontractor requirements do not differ from what is already in your Subcontract Agreement.
- We will bill the Project Owner at the end of every month for all work completed during that month.
- Our Billing Packet will need to include all of the Subcontractor's required billing documents.
- In order to make it into our months billing to the Project Owner, we must receive your billing documents no later than the 25th of each month.
- If a Subcontractor's complete documentation is not received in our office by the 25th of the month, it cannot be included in that month's billing and will have to go on the following month's bill.
- Subcontractor billing documents include the following:
 - Subcontractor's Pay Application – The attached "Request for Payment" form and "Values of Continuation" sheet must be used.
 - Conditional Release of Lien for that draw.
 - Supplier's Unconditional Release of Lien – for payments already made for materials/rentals.
 - Supplier's Invoices and Conditional Release – Unpaid suppliers will all be paid by joint check.

Upon payment, an Unconditional Release will be provided to you. This release will need to be signed and returned either before or with your next month's billing. If joint checks are written to suppliers, an Unconditional Release will also be required from them.

We want this process to run smoothly. We have been assured of a quick processing period and turnaround time for payments if all required documentation is provided. If you have any questions, please feel free to contact our office right away so we can get your questions answered before billing time.

Request for Payment

To: Momentum General Contractors Project: _____

From: _____ Project No. _____

_____ Location: _____

Payment Request # _____ Period: _____ To _____

Original Contract Amount	\$	
Approved Change Order(s) No. _____ through _____	\$	
Adjusted Contract Amount	\$	
Less Request for Payments Previously Submitted	\$	
Balance	\$	

Work Completed this Period	(Column E)	\$	
Plus Materials Stored (Not Installed) this Period	(Column F)	\$	
Less Retainage (10%)	(Column I)	\$	
Amount of this Request for Payment		\$	

I hereby certify that the work performed as shown on the above represents the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the undersigned and Momentum General Contractors relating to the above referenced project.

The Undersigned, for and in consideration of payments previously received from Momentum General Contractors (hereafter referred to as the General Contractor), and other good and valuable consideration, and in order to induce the above mentioned payment, does hereby waive, release, retort and relinquish the undersigned's right to claim, demand or impose any lien or liens for work done or materials furnished or any other kind of class of lien whatsoever on the project for which payments have been previously requested and received and/or for which payments is requested above. This document constitutes a waiver of lien by the undersigned in the amount of all sums previously paid by the General Contractor to the undersigned for work done and materials furnished under the above described contract plus the amount of the above requested payment, but shall not operate to release any claim or rights of the undersigned to claim a lien for sums which may hereafter become due the undersigned under the above described contract in excess of the amount of all payments previously received from the General Contractor for work done and materials furnished under the above described contract plus the amount of the payment above requested. As a further inducement to the General Contractor to make the above requested payment, the undersigned hereby certifies, represents and warrants that all materials, labor and services furnished or performed by the undersigned and/or anyone who has furnished materials, labor and services to the undersigned and/or to any subcontractor with whom the undersigned has contracted in any way connected with the performance by the undersigned of it's obligations under the above described contract have been paid for all material, labor and services rendered through the period covered by the above request for payment. I certify that payment, less application retention, have been made through the period covered by previous payment received from contractor to (1) all my subcontractors and (2) for all materials and labor used in or in connection with this performance of this contract.

I fully certify I have complied with Federal, State and Local tax laws, including social security laws, unemployment compensation laws and workman's compensation laws in so far as applicable to the performance of this contract.

Dated: _____

Swears to and Authorized before me this _____ Day of _____ 20____
 _____ (Name) of _____ (Company)

NOTARY PUBLIC

Signed: _____
TITLE: _____

