



BOYERCONSTRUCTION.NET

Subcontractor's Instructions

****PAYMENT REQUEST DUE BY THE 20TH OF THE MONTH****

Efficiency and Accuracy is of utmost importance to our accounting department. To ensure that your progress billing is processed and paid in a timely manner we have outlined our requirements.

RETURN before any work is performed:

1. Executed AIA A401 Subcontracts
2. Current **PROJECT** specific Certificate of Insurance
3. Company W-9
4. Subcontractor's Schedule of Values
5. Payment Application will **NOT** be processed until all of the above is received.

Payment Applications :

1. Boyer Progress Billing form with Schedule of Values
2. **Or** AIA G702 and G703
3. **DO NOT** Submit an invoice, ONLY 1 & 2 are acceptable billing forms.
4. Make sure to withhold the correct retention amount, per your subcontract.
5. Joint Check Agreements need to be executed and verified prior to your first pay application.
6. Stored Material billing **MUST** have Pictures of Material, Copies of Invoices, and a stored materials certificate of insurance.
7. FINAL Retention pay application and Conditional Final Lien Waiver must be submitted for retention to be released

Our progress billing is attached for your convenience. You can also download the required documents from our website www.boyerconstruction.net/contractor-forms

All Applications for Payment and Lien Waivers should be emailed to Marcie Barfield accounting@boyerconstruction.net Please DO NOT submit duplicate copies.

OR

Mailed to:
Boyer Commercial Construction, Inc
4500 Fort Jackson Boulevard
Columbia, SC 29209

Any Deviation from the listed requirements will delay your payment from being processed.