



6490 Marindustry Place, Ste A  
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## BILLING PROCEDURES

Enclosed please find copies of our “in-house” subcontractor invoice form, conditional and final lien releases. If you have Excel, we can email you the easy to use forms. All progress billings should be **PROJECTED THROUGH THE END OF THE MONTH**, and must be **RECEIVED NO LATER THAN THE 20<sup>TH</sup> OF THE MONTH**. You may miss the draw to the owner for the current month if your invoice is received after the 20<sup>th</sup>. Faxed copies are accepted by A/R to be included on the draw, but **you must mail the original invoice for A/P to enter and pay. WE DO NOT PAY FROM FAXES.**

Each invoice, including change orders and retention, must include:

1. A completed subcontractor invoice form
2. Your numbered invoice
3. Backup for change orders  
**\*\* All invoices that include change orders must be accompanied by the approved Bycor Change Order or the detailed backup with approved signatures.**
4. The appropriate signed lien releases  
**\*\* Under the Job description, there is a section that will state: Legal Title in the name of:  
Please put that name on your lien release as the legal owner. Failure to put the correct legal owner name will delay the processing of your invoice. You can also find this information on the prelim information sheet or you can call our accounting department to get it.**

Please do not combine different projects on the same invoice. We require one invoice per project.

All billings must be less 10% retention (unless prior arrangements have been made with the Project Manager and the Accounting Department), accompanied by a conditional progress lien release. If you are billing 100%, please submit a separate retention invoice along with a conditional final lien release.

If you have questions regarding billings or status of payment, please contact the project accountant: Lisa Schwartz ([lschwartz@bycor.com](mailto:lschwartz@bycor.com)) or Gina Vaught ([gvaught@bycor.com](mailto:gvaught@bycor.com)). If you call, let the receptionist know what job you are inquiring about so she can transfer you properly. Inquiries about what is being paid for the current check run week should be directed to Kyrie Fogel ([kfogel@bycor.com](mailto:kfogel@bycor.com)).

Thank you for your cooperation.  
Accounting Department