



## BILLING PROCEDURES

Enclosed please find copies of our "in house" supplier/subcontractor invoices and conditional releases and final lien releases. **PLEASE COPY THESE FORMS FOR FUTURE USE.** If you have Excel, we can email you the forms. All progress billings for work should be projected through 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>. FAX COPIES ARE ACCEPTED BY A/R TO BE INCLUDED ON THE DRAW, BUT YOU MUST MAIL THE ORIGINAL INVOICE FOR A/P TO ENTER & PAY. **WE DO NOT PAY FROM FAXES!**

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

1. A completed Bycor subcontractor invoice form
2. Your numbered invoice
3. Backup for change orders
4. The appropriate signed lien releases

**All invoices that include change orders must be accompanied by the detailed backup for the change order.** Please DO NOT combine different projects on the same invoice. We require one invoice per project.

**All billings must hold 10% retention** (unless prior arrangements have been made with the Project Manager and the Accounting Dept.) and accompanied by a conditional progress release. If you are billing 100% complete less retention, please submit a separate retention invoice along with a conditional final release. Please submit your final billing as soon as you are done on the project.

If you have any questions regarding billings or lien releases, please contact the Project Accountant for that job: Gina Vaught ([gvaught@bycor.com](mailto:gvaught@bycor.com)), Lisa Schwartz ([lschwartz@bycor.com](mailto:lschwartz@bycor.com)) or Sharon Slay ([sslay@bycor.com](mailto:sslay@bycor.com)). Payment inquiries should be directed to Kyrie Fogel ([kfogel@bycor.com](mailto:kfogel@bycor.com)).

Subcontractor check runs are cut every Thursday for the jobs that we have received payment on and are available for pick-up after 2:00 p.m. that day. If you would like your check mailed, please notify Kyrie Fogel ([kfogel@bycor.com](mailto:kfogel@bycor.com)).

Thank you for your cooperation!