

## 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>.

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

1. **You must use Bycor's invoice and lien release forms.** Please see the attached updated master invoice file. Refer to your sub-contract for the Bycor job#, project name and address and the legal owner name (important for releases).
2. **Invoices must be scanned as one PDF file that is in this order**  
Bycor's invoice form, your invoice form, back up for newly added change orders, lien release. **Do not email them as separate PDF documents or they will be rejected.**
3. You can still scan multiple invoices as long as they are sent as one PDF file.
4. Do not send a retention bill until you are 100% complete and then we prefer you send your separate retention invoice and release at the same time you bill 100% less retention. If you have to bill for a late change order after you have already billed retention, bill the change order less retention and then send a revised retention invoice for the total retention still due (not just the retention on the change order).
5. Please email your invoices to the following email address no later than the 20<sup>th</sup> of each month projecting your percent complete through the end of the month.

[apayable@bycor.com](mailto:apayable@bycor.com) Note: there is no “s” after payable.

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: Gina Walker ([gwalker@bycor.com](mailto:gwalker@bycor.com)), Ashlee Stock ([astock@bycor.com](mailto:astock@bycor.com)), or Shawna McClure ([smcclure@bycor.com](mailto:smcclure@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 Salome Asuncion ([sasuncion@bycor.com](mailto:sasuncion@bycor.com)). Please forward all invoices to our accounting invoice email at [apayable@bycor.com](mailto:apayable@bycor.com)

Thank you for your cooperation.  
Accounting Department