

Aristeo Construction Company is committed to providing accurate and timely payment of your firm's invoice. To help in this endeavor, please have the person responsible for billing this project read and sign below, thereby acknowledging the list of accounting and management controls Aristeo Construction adheres to. This form will be put on file so our Accounting Department may contact the appropriate person if necessary. **DO NOT MAKE ANY REVISIONS TO THE CONTRACT.** If you have any questions or concerns, please contact Christi Porter, Contract Administrator or (Project Manager's Name), Project Manager at 734-427-9111.

MANDATORY PAPERWORK NEEDED BEFORE WORK BEGINS

- A. Signed Contract or Purchase Order on file.
- B. At the minimum, an accurate and current Certificate of Insurance on file listing Aristeo Construction as the certificate holder, and Aristeo Construction and (Owner) as additional insured. Please reference Aristeo Job #(xxxxxx-xx) on the certificate (see attached example). In addition, a blanket Certificate of Insurance listing Aristeo Construction as the certificate holder and Aristeo Construction, Chrysler, LLC., Ford Motor Co., and General Motors Corp. as additional insured would be beneficial to have on file for future jobs. This blanket C.O.I. will minimize submitting job specific insurance. This certificate must be received in this office prior to work beginning on site - no exceptions.
- C. **It is mandatory that your General Liability plus Excess (Umbrella) Liability coverage be a minimum of \$2,000,000 or as specified by the Owner's plans and specifications. Ford Motor Company projects require a minimum of \$3,000,000.00**
- D. Aristeo Construction requires a minimum of 30 days advance notice of policy cancellation.
- E. Signed Payment Procedure Checklist on file.

PROCEDURES TO FOLLOW TO EXPEDITE PAYMENT PROCESS

- 1. Submit a preliminary Schedule of Values to the Project Manager for approval PRIOR to invoicing for the first time.
- 2. An accurate, current, and notarized Sworn Statement MUST be submitted with each month's billing. This Sworn Statement should indicate all commitments and payments to your suppliers and subcontractors, along with appropriate waivers. If you desire to use "Paid In Full" for any subcontractor, supplier, etc. a "Full Unconditional" waiver of lien will be required. Additionally, payment of trade benefits and payroll taxes must also be indicated by the paid through date. Waivers must be submitted starting with the 2nd application for payment, reflecting the previous Sworn Statement commitments and payments.
- 3. **Billings must be submitted to this office by the 20th of the month**, projecting through month's end. A facsimile is acceptable if followed by a hard copy.
- 4. All invoices must be clearly labeled with the Aristeo job number. This number is indicated on your contract or purchase order. If you are unsure or do not know the number, please contact the Project Manager or myself.
- 5. Billings should only reflect Work In Place and APPROVED Change Orders.
- 6. Any moneys requested which are associated with extra costs CANNOT be processed without a written and signed Change Order in place. All requests for additional costs are subject to Value Analysis from the Owner. Please understand, until Aristeo Construction is in receipt of an Owner's Change Order, there has been no adjustment to our billing to compensate for the additional work. Change Orders are not valid unless signed by an officer of Aristeo Construction.
- 7. If the Project Manager or Owner changes your percentage complete, we will notify you so that you can adjust or re-submit your billing accordingly.
- 8. **All billings must be submitted in AIA format, preferably on AIA documents G702 & G703.** If blank copies of AIA documents are necessary, please feel free to contact Jodi Peck, Job Cost Analyst, at (734) 427-9111. **(How much retainage should be held)% retainage should be held on all payment applications.** If you have questions on filling out the AIA, please call.
- 9. **Invoices will not be processed until a signed contract, payment checklist, and Certificate of Insurance are returned to Aristeo Construction.**

My signature below indicates I have read and fully understand the above mentioned billing procedures and policies.

SUBCONTRACTOR NAME: _____ (Subcontractor Name)

REPRESENTATIVE (Signature): _____

TITLE: _____

PHONE: _____