

BRANDT CONSTRUCTION, INC. SAMPLE BILLING PROCEDURES

1. Submit (beginning of the project):
 - Schedule of Values
 - Subcontractors & Suppliers Listing

 2. Submit (monthly progress billing):
 - Application #1 on an AIA G702/G703
 - Vendor Certification Form for Application #1
 - a) Upon receipt of payment of Application #1, unconditional waivers of lien must be submitted for the contractor, all subcontractors & suppliers receiving payment on Application #1

 3. Submit (monthly progress billing):
 - Application #2 on an AIA G702/G703
 - Vendor Certification Form for Application #2
 - a) Upon receipt of payment of Application #2, unconditional waivers of lien must be submitted for the contractor, all subcontractors & suppliers receiving payment on Application #2

 4. Submit (monthly progress billing):
 - Application #3 on an AIA G702/G703
 - Vendor Certification Form for Application #3
 - a) Upon receipt of payment of Application #3, unconditional waivers of lien must be submitted for the contractor, all subcontractors & suppliers receiving payment on Application #3

 5. Submit (monthly progress billing):
 - Application #4 on an AIA G702/G703
 - Vendor Certification Form for Application #4
 - a) Upon receipt of payment of Application #4, unconditional waivers of lien must be submitted for the contractor, all subcontractors & suppliers receiving payment on Application #4

 6. Submit (retainage billing):
 - Retainage Application on an AIA G702/G703
 - Vendor Certification Form for Retainage Application
 - a) At the time of submitting the retainage application, conditional waivers of lien must be submitted for the contractor, all subcontractors & suppliers.
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- Future payments will be held until all waivers of lien from prior pay applications are received.
 - Brandt Construction, Inc. reserves the right to require unconditional final waivers of lien.
 - Brandt Construction, Inc. reserves the right to joint check any payment.