

MANRIQUEZ CONSTRUCTION

INVOICE PROCEDURES

Following are the correct procedures and documentation required when submitting invoices to Manriquez Construction's accounting department.

- 1. Subcontractor Invoicing procedure**
- 2. Exhibit "A" Invoice Form**
- 3. Lien Releases** (please make copies for your file.)

Please review these enclosures and adjust your billing as necessary. Failure to comply with these procedures will result in a returned invoice and delayed payment.

Thank you for your time and effort in expediting our billing process.

PLEASE KEEP PACKET FOR FUTURE REFERENCE

FOR YOUR CURRENT USE!

MANRIQUEZ CONSTRUCTION

SUBCONTRACTOR INVOICING PROCEDURE

Subcontractors are required to submit invoices to Manriquez construction on or before the 25th of each month. Subcontractors are to project the percentage of completion through the end of the month. If invoices are not received by the specified time, they **will not** be included in the current month's progress billing to the owner. Invoices must be submitted on the attached Exhibit "C" or in the same format. The **project name** and **Manriquez project number** are to be included on **all** invoices.

Only approved and received change orders can be billed with a progress billing. Pending change orders are to be billed on a subsequent Exhibit "C" or in the same format showing original contract, changes and previously billed.

Retention is to be withheld on all invoices **if your Adjusted Contract Amount** (Original Contract Amount plus all Change orders) **exceeds \$1,000**. If a Change Order causes your Adjusted Contract Amount to exceed \$1,000 and you had invoiced previously without withholding retention, 10% retention must be withheld from the next invoice for the Total Value of Work completed to Date. Retention amounts are to be billed **separately** at the end of the project.

Do not fax invoices; please mail originals.

Manriquez Construction requires a lien release to be attached to each invoice. Enclosed is a set of liens releases for your files. Lien releases must be signed by an officer of the company. A letter signed by an officer of the company authorizing a specific individual to sign the lien release on behalf of the company will be accepted.

All releases must be dated through the end of the month. This includes an unconditional release from suppliers who have filed a preliminary lien notice. Conditional lien releases from supplier will be accepted and a joint check will be issued for the amount owed the supplier.

Failure to follow these procedures will result in rejected invoices and delayed payments.

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EXHIBIT "A" INVOICE FORM

Subcontractor Name _____

Invoice # _____

Invoice Date _____

Manriquez Job No. _____ **Manriquez project Name** _____

Payment Request No. _____ **Period From** _____ **To** _____

Statement of Contract Account:

1. Original Contract Amount.....\$ _____
2. **Manriquez Signed Change** Order #1 \$ _____
3. **Manriquez Signed Change** Order #2 \$ _____
4. **Manriquez Signed Change** Order #3 \$ _____
5. **Manriquez Signed Change** Order #4 \$ _____
6. **Manriquez Signed Change** Order #5 \$ _____
7. Adjust Contract Amount.....\$ _____
8. Value of Work Completed to Date.....\$ _____
9. Less Previous **Gross Amount** Request.....\$ _____
10. Amount Of This Request.....\$ _____
11. **Less 10% Retention**.....\$ _____
(No retention is withheld if Adjusted Contract Amount is less than \$1,000)
12. Amount Due This Request.....\$ _____

Please itemize value of unapproved extras or claims for which subcontract change orders have not been issued. **(ATTACHED DETAIL).**

1. _____ \$ _____ Description Cost	2. _____ \$ _____ Description Cost
3. _____ \$ _____ Description Cost	4. _____ \$ _____ Description Cost