



Subcontractor Requirements For Processing Payments **Exhibit B**

Attached are the releases of lien to be used for this project. You will likely want to make extra blank copies of these for your files depending on the duration of the job.

A.) Notice that there are both partial and final releases for Chouinard Construction and Maintenance, LLC. These releases correspond to the amounts owed directly to you by our company

B.) The second set of releases (Example: Yum Brands or NPC) is what we must collect from you to be submitted to our client so that we get paid.

Checks are cut the 15th and 30th of each month. If your invoice arrives by US mail by the 15th it will be paid the 30th. If your invoice arrives by US mail by the 30th it will be paid the 15th. If either of these dates falls on a weekend or holiday the following business day becomes the deadline. Invoices are paid PENDING APPROVAL BY THE PROJECT MANAGER AND THAT WE RECEIVE OUR DRAW FROM THE OWNER IN A TIMELY MANNER.

Change orders must be invoiced separately.

Payment Process

- 1.) You may draw up to 60% of your contract amount on your first billing. We must have an invoice with a partial release of lien for the amount of your first draw and it must come with your invoice.
- 2.) Your second draw (for 30%) to us must contain another invoice and final releases of lien from your suppliers. In addition, we will require another partial release of lien from you for the amount of your second draw.
- 3.) Your final draw, which will be for the 10% retainage, must also come on an invoice. We will need the Chouinard final release of lien and final release on our client's waiver form. **We must have originals, no copies, e-mails or faxes are accepted.**

NOTE: If you request that any check be sent to you UPS or Fed-Ex you must provide us with your account number for shipment AND there will be a \$50.00 administrative backcharge to your contract.