



MEMORANDUM

TO: ALL VENDORS – ACCOUNTS RECEIVABLE

FROM: Heath Abbott, President

SUBJECT: **WE WANT YOU TO GET PAID!**

Here is what you must do to get paid promptly:

1. Master Subcontract Agreement or Professional Services Agreement – Execute and return the original form to the attention of the person at Cutlass Contracting, LLC that sent it to you.
2. Insurance - Scan your certificate of insurance (COI's) naming Cutlass Contracting, LLC as the certificate holder to certs@cutlasscontracting.com Note the insurance requirements in Item 5 or 6 of your respective master contract. Requirements apply at the Company level on an “all work performed for CUTLASS CONTRACTING, LLC” basis. Please share this with your insurance broker. Certificates are not needed for each invoice or individual job unless specifically requested.
3. W-9 Form – **Scan** your signed W-9 and return to the person at CUTLASS CONTRACTING, LLC that sent it to you.
4. Application for payment – SCAN your AIA form G702 (or equivalent format) – Application and Certificate for Payment Form to invoices@cutlasscontracting.com
 - **Note the CUTLASS CONTRACTING, LLC job number, job name and Project Manager’s name on the subject line of your email.**
 - **Be sure to have job name and number on all forms submitted.**
 - **Retention billing should be done on a separate invoice and not be combined with regular contract billing.**
 - **Invoices should be received by the 20th of the month to be included in the monthly owner billings.**
5. Release of Liens & Claim Form – SCAN your signed and notarized Release of Liens and Claim Form to invoices@cutlasscontracting.com Your notary seal must be an ink based stamp and NOT an EMBOSSSED type seal.
6. When CUTLASS CONTRACTING, LLC receives owner payment and items 1-5 are complete, we will prepare your check within one week. Payments to subcontractors will be determined according to the percentage paid in each category to date by the owner on a given job.

NOTE: All Insurance requirements, sample COI's W-9, Payment Application templates, and Lien Waiver templates can be found on our website at:

<https://www.cutlasscontracting.com>