

PLEASE FORWARD TO YOUR ACCOUNTING DEPARTMENT

This is outlining the main points of your subcontract/purchase order with Hy-Vee Construction regarding this project for your accounting staff.

- **We ask that you bill on a “Request for Payment” form or AIA form and include the following information:**

Job Name: Found on the subcontract/purchase order
Retainage: If this is a subcontract, retainage will be 5%
If this is a purchase order, retainage will be 0%

If you do not have a “Request for Payment” form or AIA form or are unsure of how to use one, you may contact us and we will be more than happy to e-mail or fax you a blank form. A copy is also attached for your use.

- **Invoices are due in our office by the 20th of each month.** Billings received after the 20th will be held until the next billing cycle. In the event that the 20th falls on a weekend or a holiday, please have invoices to our office by Friday before the 20th.
- **Change Orders/Field Work Orders:** If you are planning to bill for any extra cost on the 20th, you will need to submit a request signed by the project superintendent and received in our office by the 10th of the month. A change order will be written and returned to your office for signature. Then and only then should you add this change order to your progress billing. If you have not received the change order by the date you bill Hy-Vee Construction (typically the 20th), that particular change order cannot be added to your billing until the following month.
- **Partial Lien Waivers:** Partial Lien Waivers will be emailed to your office during the first week of each month. Please sign them and return them via email to our office as soon as possible. You do not need to mail the original for partial payments. We cannot release partial payments until the partial lien waiver is received. Checks will be available approximate the third Monday of each month.
- **Final Billings:** We ask that you send an **invoice for retainage**. Also, we will be emailing lien waivers prior to mailing out the final payment so you have time to fill it out and return by fax, email or mail. We no longer need the original. We cannot release final payment until the lien waiver is received.
- **To ensure timely processing and payment, the following items are needed:**

We have received a signed subcontract/purchase order from your office;
We have a copy of an insurance certificate and endorsements that meets our requirements;
We have received your performance and payment bond, if required by your subcontract;
Prior liens and safety forms have been received by our office from prior payments;
There are no issues to resolve on the jobsite;
We have been funded by the Owner; and
Consent of Surety for final payment, if required.

You may fax all of the above to 515-645-2333. Please do not send originals in the mail that you have already faxed to us.