

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 invoice through procore:**

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%

AIA payment documentation will automatically be generated through Procore.

- **Invoices are due in our notice by the 20th of each month. Late invoices will not be accepted.** You will receive requests to invoice through Procore. You will receive these on a monthly basis. 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 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 have an executed change order issued via Procore prior to your invoice submission. Field work orders are distributed by our Project Superintendents. The superintendent will issue the field work order authorize extra work. The field work order will then be given to your company to attach backup billing information. Once the backup billing is attached to the field work order it needs to be returned to the project superintendent. The project superintendent will then submit the field work order for a change order to be issued.
- **ASI directed changes:** These need to be submitted prior to the 15th of the month. These can be submitted directly to the project manager. We ask that the ASI directed pricing include backup information documenting the scope and cost impact of the requested change.
- **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**. This will also need to happen through Procore. 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.
All commissioning items have been addressed

All invoices need to happen through Procore. Please do not send originals in the mail that you have already sent to us. Lien waivers can be submitted to hvc-invoices@hy-veeconstruction.com