

SUBCONTRACTOR PAYMENT APPLICATION & INVOICING INSTRUCTIONS

If you received a subcontract...

You must submit a payment application, conditional lien release, invoice and schedule of values by the 20th of each month to the Project Coordinator.

If you received a purchase order...

You must submit an invoice and conditional lien release by the 20th of each month to the Project Coordinator.

If you have a Master Service Agreement...

You must submit a payment application, conditional lien release, invoice and schedule of values, unless otherwise noted on your work order for that specific project, by the 20th of each month to the Project Coordinator.

Subcontractor Documents...

At the beginning of each project, you will be sent a link to our Subcontractor Box Folder with all of the necessary project documentation.

Links: [Payment Application](#), [Waivers](#)

PAYMENT APPLICATION PACKAGE INSTRUCTIONS

ACCEPTED DOCUMENTS

Pravo payment application template OR an AIA payment application

DUE DATE

20th of every month

DATE LISTED

Last day of the month

CSI/JOB NUMBER

You will find these on your subcontract. This must be included on your payment application, even if you are not using the Pravo template.

ONE FILE

Please submit just 1 PDF file including your payment application, Schedule of Values, invoice, and conditional lien release.

INVOICING INSTRUCTIONS

CSI JOB NUMBER

You will find these on your PO. These must be included on your invoice.