Dear Vendor,

   Boyce Construction, Inc. is requesting that you submit all of your invoices via email.   This procedure will speed up the processing of your invoices and payments. Submit all invoices to Accounting@boyceconstruct.com. The invoices must have all of the back-up and information required upon submission or the invoice will be rejected. All invoices must be dated within one week of submission or the submission date will be replace the date of on the invoice. Invoices include all Contract Invoices, T&M Invoices, progress invoices and change order invoices.

The invoice must contain:

1. Billing Address: Boyce Construction, Inc.
                            628 South Brandon Street
                            Seattle, WA 98108

2. **PROJECT IDENTIFICATION:** In order to accurately capture project costs, invoices should clearly indicate the project for which costs are being billed. Work performed on multiple projects should be invoiced separately. This is particularly true when projects are owned by separate legal entities. Consolidated invoices will be returned for separation of charges before payment.

     The following information should be noted on the first page of all invoices:

          Invoice number
          Project/job number
          Project name and address
          ONCS number provided by Boyce Construction, Inc.

2. **W-9 FORM**. Subcontractor must submit a signed W-9 Form prior to the start of any work performed on the project. If you have previously submitted this form, there is no need to re-submit with each invoice.

3. **CERTIFICATE OF INSURANCE.** A Certificate of Insurance naming Boyce Construction, Inc. as additionally insured is required prior to the start of any work performed on the project. A new Certificate will be required upon expiration per year.

4. **INVOICE DOCUMENTATION REQUIREMENTS.** The following invoice documentation is required and must accompany the original invoice submission. Complete documentation provided with the original billing will significantly reduce payment processing time.

     A. Provide the following summary of billings on each invoice:

          Contract Amount or Billed amount
          Approved Change Order amount
          Adjusted Contract or Billed Amount
          Previous Billings to Date
          Current Billing Amount

B. Labor or billable hours must be supported by the following information:
Scope of work or type of service performed, date of service, the number of hours worked and the rate of pay, which when multiplied will equal the amount billed.

C. Original, detailed receipts must support reimbursable expenses. When requesting reimbursement for credit card charges, itemized receipts are required in addition to the credit card slip.

D. Owner does not allow for mark up of reimbursable expenses without prior written approval of Owner or as provided in the Agreement.

E. If an invoice contains charges for items such as storage, labor or delivery, etc, please list each item separately as a line item.

F. If the invoice amount is over one thousand-five hundred dollars ($1500.00), you must submit the following documentation along with the original submission of your invoice:

A two page itemized pay **Application and Certification for Payment and Continuation Sheet** showing the total contract or billed amount, previous billed amount, the amount due this billing and amount pending. **The amount must match the invoice amount.**
A **Conditional Progress Waiver** with each progress invoice and/or a **Final Conditional or Unconditional Waiver** with a final invoice. **The Final Waiver should reflect the total project amount including change orders.**

5. **INVOICE PROCESSING PROCEDURES.** Invoices are processed most quickly when properly addressed as specified in the **Project Identification** section of this guideline. Payment processing will be delayed when invoices are emailed without the appropriate information and forms as required by this guideline. Boyce Construction, Inc. pays Subcontractors upon payment received by the project customer unless otherwise negotiated and specified in a written agreement between the Subcontractor and the Owner

Owner _____ / Subcontractor_____