



**INVOICE PROCEDURES**

Following are the correct procedures and documentation required when submitting invoices to McLarney Construction's accounting department.

- 1. Subcontractor Invoicing Procedure**
- 2. Exhibit "C" Invoice Form**
- 3. Lien Releases (please make copies for your file.)**

Please review these enclosures and adjust your billing as necessary. Failure to comply with these procedures will result in a returned invoice and delayed payment.

Thank you for your time and effort in expediting our billing process.

***PLEASE KEEP PACKET FOR FUTURE REFERENCE***

**FOR YOUR CURRENT USE!**



**SUBCONTRACTOR INVOICING PROCEDURE**

Subcontractors are required to submit invoices to McLarney Construction on or before the 25th of each month. Subcontractors are to project the percentage of completion through the end of the month. If invoices are not received by the specified time, they **will not** be included in the current month's progress billing to the owner. Invoices must be submitted on the attached Exhibit "C" or in the same format. The **project name** and **McLarney's project number** are to be included on **all** invoices.

**Only approved and received change orders can be billed with a progress billing. Pending change orders are to be billed on a subsequent Exhibit "C" or in the same format showing original contract, changes and previously billed.**

Retention is to be withheld on all invoices, and change order billings. Retention amounts are to be billed **separately** at the end of the project.

If you fax an invoice **do not send the original**.

McLarney Construction requires a lien release to be attached to each invoice. Enclosed is a set of lien releases for your files. Lien releases must be signed by an officer of the company. A letter signed by an officer of the company authorizing a specific individual to sign the lien release on behalf of the company will be accepted.

All releases must be dated through the end of the month. This includes an unconditional release from suppliers who have filed a preliminary lien notice. Conditional lien releases from a supplier will be accepted and a joint check will be issued for the amount owed the supplier.

**Failure to follow these procedures will result in rejected invoices and delayed payments.**

***PLEASE KEEP PACKET FOR FUTURE REFERENCE***



EXHIBIT "C" INVOICE FORM

SUBCONTRACTOR NAME

Invoice # \_\_\_\_\_

Invoice Date \_\_\_\_\_

MCI JOB NO. \_\_\_\_\_ MCI PROJECT NAME \_\_\_\_\_

PAYMENT REQUEST NO. \_\_\_\_\_ PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

STATEMENT OF CONTRACT ACCOUNT:

- 1. ORIGINAL CONTRACT AMOUNT .....\$ \_\_\_\_\_
2. MCI SIGNED CHANGE ORDER #1 \$ \_\_\_\_\_
3. MCI SIGNED CHANGE ORDER #2 \$ \_\_\_\_\_
4. MCI SIGNED CHANGE ORDER #3 \$ \_\_\_\_\_
5. MCI SIGNED CHANGE ORDER #4 \$ \_\_\_\_\_
6. MCI SIGNED CHANGE ORDER #5 \$ \_\_\_\_\_
7. ADJUSTED CONTRACT AMOUNT .....\$ \_\_\_\_\_
8. VALUE OF WORK COMPLETED TO DATE .....\$ \_\_\_\_\_
9. LESS PREVIOUS GROSS AMOUNT REQUEST .....\$ \_\_\_\_\_
10. AMOUNT OF THIS REQUEST .....\$ \_\_\_\_\_
11. LESS 10% RETENTION .....\$ \_\_\_\_\_
12. AMOUNT DUE THIS REQUEST .....\$ \_\_\_\_\_

Please itemize value of unapproved extras or claims for which subcontract change orders have not been issued.

(ATTACH DETAIL).

Table with 4 columns: Item number, Description, Cost, Item number, Description, Cost. Rows 1-4.