

INVOICE AND LIEN RELEASE INSTRUCTIONS

A. FOR EACH MONTHLY INVOICE

Use POE CONSTRUCTION, INC. "Subcontractor/Supplier Invoice and Release" form. This form is designed to serve as an invoice and release for payment. The date to be used on this form MUST be the last day of the month (i.e., February 28, April 30, July 31, etc.) and MUST HAVE AN ORIGINAL SIGNATURE.

All invoices are to include the original contract amount PLUS the aggregate amount of all signed and previously returned change orders, if any.

B. PROJECT COMPLETION

Your final 100% billing, including all approved change orders, is to be submitted to POE CONSTRUCTION, INC. with retention withheld. A separate retention billing should be submitted.

PLEASE NOTE

1. Enclosed is an initial supply of POE CONSTRUCTION, INC. Subcontractor/Supplier Invoice and Release forms for your use. **ONLY THESE FORMS WILL BE ACCEPTED.** Please make additional copies of these forms if necessary.
2. Each form is to be fully completed and signed by an authorized individual of the firm involved. Only original signatures will be accepted. **THEY MUST BE NOTARIZED.**
3. No payments will be made until all required documents, properly executed, are received complete.
4. **All requests for payment must be in our hands by the 25th of the month to be considered for payment the following month.** Any and all requests received after that time will be held until the following month. They must be accompanied by signed delivery slips and backup necessary for verification of billing amount. If received after the 25th of the month, the discount will be taken when the bill is processed in the next month's business. Mailing is at your risk, as the date they are received in our office will be the date used.
5. Invoices must not include charges for extra work unless a signed change order has previously been returned to POE CONSTRUCTION, INC.
6. When completing the "Conditional Release" portion, please note the dollar amount must agree with line 8 on the invoice form.