

BENCHMARK BUILDING CONTRACTORS, INC.

3585 Hwy 317, Suite 102

Suwanee, Georgia 30024

PHONE #770-945-8081 FAX # 770-945-6766

Subcontractor Payment Requirements:

In order to receive payment for your FIRST invoice the following items MUST be submitted:

- Signed Contract
- Insurance showing current liability and worker comp with Benchmark as certificate holder
- W-9 form.
- City/County Business License if applicable in city/county/state
- Signed Unconditional Partial Lien Waiver reflecting invoice amount

In order to receive payments for all other invoices you must submit:

- Signed Unconditional Partial Lien Waiver
- Any other requested documents by Project Manager, Superintendent, or Office Staff, including **change orders**

In order for us to release your retainage the following must be submitted:

- Signed Unconditional Final Lien Waiver
- Any warranties or reports

Please note, invoices must be in by the 20th of each month in order to be included on our invoice that is submitted to the owner. Any invoices received after this date will be included on the following invoice to the owner.

Thank you for your cooperation.



Laura Jones
Accounts Receivable



Pam Jones
Accounts Payable