



Salem 2747 Pence Loop SE, Salem, OR 97302, Suite 100  
Portland 2720 SW Corbett Ave, Portland, OR 97201  
Bend 19570 Amber Meadow Dr, Bend, OR 97702, Suite 150-F  
pence.net, CCB: OR 153167, WA PENCECL821P3

**BILLING AND PAYMENT REQUIREMENTS**  
*(Please forward a copy of this document to your Billing Dept.)*

Date: Month 00, 0000

**Subcontractor:** Sample  
**Attn:**

Project Name: Project

Pence Job No.: 000-000

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**Send all billing documents to:**

Pence Construction, LLC  
2747 Pence Loop SE  
Salem, OR 97302

**Direct all Accounting/Billing Inquiries to:**

Project Administrator  
Phone: 503-399-7223  
Fax: 503-585-7477  
Email:

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**BILLING REQUIREMENTS:**

The following items are required as a condition for payment. **All required forms must be submitted to our Salem office by the 20<sup>th</sup> of each month.** Invoices received after the 20<sup>th</sup> may not be included in the Owner billing and subsequently will be processed in the following month's cycle. If you fax your forms, please follow up with a hard copy by mail.

- 1. Exhibit 'B' – Affidavit, Lien Waiver and Release.** Use the lien waiver and release included on Exhibit 'C', submit Exhibit 'B' only if requested.
- 2. Exhibit 'B.1' – Sub-tier/Supplier Affidavit, Lien Waiver and Release.** *This form is to be completed by your sub-tier Subcontractors and suppliers.* Required monthly if sub-tier contract value or total purchase value exceeds \$10,000 over the duration of the project.
- 3. Exhibit 'C' – Billing Form.** This form is to be used as your monthly pay request; **payments will not be processed without this form.** The form must be completed in full and signed by an authorized representative of the Subcontractor/Vendor. Each pay request should be governed by and reflect your schedule of values.
- 4. Exhibit 'D.1' – Insurance Requirements Example.** Approved insurance certificates must be on file before you begin work on the project and before any payment will be issued. Certificates must have the Additional Insured Endorsement attached. See Exhibit 'D.1' for insurance requirements
- 5. Exhibit 'E' – Sub Tier/Supplier List.** A sub-tier/supplier list is to be submitted for each approved Specific Project Order governed by the Master Subcontract Agreement. In addition, the sub-tier/supplier list is required to be submitted with each pay request for any Subcontractor whose contract value is \$25,000.00 or greater (or whose contract exceeds \$25,000.00 by change order).
- 6. Certified Payroll.** Per BOLI Prevailing Wage Rate Law 279.354, for any project requiring certified payroll, Subcontractors will complete weekly Certified Payroll reports. Submit weekly two (2) copies of Certified Payroll. Certified Reports for the last week of the month must be received no later than the 2<sup>nd</sup> day of the following month to avoid delay in payment. Refer to the BOLI wage rates located in the project specifications for requirements.

**PAYMENT TERMS:**

1. **Monthly Payment:** Monthly payment will be issued within seven days of Pence receipt of payment from the Owner. Payment will be withheld if any of the above required billing documents are not received.

2. **Final Payments:** Final payment is contingent upon receipt of final payment from the Owner. In addition, the following requirements apply to final payment:

- a. All close-out documentation required by the Contract Documents must be submitted and approved before final payment is issued to subcontractor.
- b. A full and final Affidavit, Lien Waiver and Release (noted on Exhibit 'B') is required to release final payment.

Compliance with the above requirements will ensure payment will not be held up for clerical and/or recordkeeping purposes and provide prompt payment to all Subcontractors and Vendors. If there are any questions regarding any of the above information please contact our Accounting Dept. at the numbers provided above.

It is a pleasure doing business with you!