

APPLICATION FOR PAYMENT GUIDELINES

(Updated November 7, 2013)

TO ENSURE PROMPT PROCESSING OF REQUISITIONS, PLEASE:

- Email invoices to ap@cmbteam.com by the 25th of the month in ‘pdf’ or ‘tiff’ format.
 - *Do not mail or fax a copy in addition to the email; we are paperless.*
 - *If email is not an option please send via US mail or fax, but not both.*
- Use AIA forms G702 and G703 (or similar); samples are included for your use.
 - *Please complete fully, including notarized signature.*
 - *List ‘schedule of values’ including break-down of labor, material, and tax on G703.*
- Include a corresponding ‘Conditional Lien Waiver’ (Form 1) with each requisition.
- Final requisition should include a ‘Final Accounting Reconciliation’ (Form 6).

PAYMENT WILL BE HELD FOR ANY OF THE FOLLOWING ADDITIONAL PAPERWORK:

- Signed contract / purchase order
- Signed change orders (if applicable)
- Valid insurance certificate (see Form 3A for requirements & 3B for additional insureds)
- List of suppliers (Form 4)
- Out-of-state paperwork (applicable to non-resident contractors)
- W-9 form (only need to submit once, not for each project)

Paperwork not previously submitted should be emailed to contractdocs@cmbteam.com.

Please contact our Accounts Payable department with any questions: ap@cmbteam.com.

Thank you in advance for your cooperation!