

APPLICATION FOR PAYMENT GUIDELINES

(Updated June 24, 2016)

TO ENSURE PROMPT PROCESSING OF REQUISITIONS, PLEASE:

- Email invoices to ap@cmbteam.com by the 25th of the month in 'pdf' or 'tiff' format.
 - *Any late bills received after the 25th will be processed in the subsequent month.*
 - *Do not mail or fax a copy in addition to the email; we are paperless.*
 - *Do not send multiple e-mails. Send one e-mail with all required parties on copy.*
- Use AIA forms G702 and G703; samples are included for your use.
 - *Please complete fully, including notarized signature on G702.*
 - *List your detailed 'schedule of values' on G703*
 - *Include a break-down of labor, material, and tax on G703.*
- Include a corresponding 'Conditional Lien Waiver' (Form 1) with each requisition.

THE FOLLOWING PAPERWORK SHOULD BE SUBMITTED PRIOR TO STARTING WORK:

- Signed contract / purchase order
- Signed change orders (if applicable)
- Valid insurance certificate (see Form 3A for requirements & 3B for additional insureds)
- List of suppliers and subcontractors (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. We will not make payment if we are missing any of the paperwork listed above.

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

Thank you in advance for your cooperation!