



JOB NAME
JOB ADDRESS
Indianapolis, In. 46227

SCS Project No: 11-102-XXX

SUBCONTRACOR NAME

Attachment E: Billing Procedures

TAX EXEMPT PROJECT: No (if yes, attach SCS exempt certificate)

- Pay applications must be submitted on **AIA documents G702 & G703** (or similar format). Invoices will not be accepted and will be returned.
- **DO NOT** bill unapproved CO's on your pay application. If your pay application includes unapproved CO's the pay application will be rejected.
- Applications **must be** accompanied by completed lien waivers. (Attached) **PAY APPLICATIONS WILL NOT BE PROCESSED WITHOUT EXECUTED WAIVERS.**
- Subcontractor's legal company name, address and SCS project number shall be listed on the G702 & G703
- Email pay applications with appropriate waiver attached to AP@scsconstruction.net by **the 20th of each month**. The P.M. will be notified and will review it and respond if changes are necessary. Please DO NOT email your PA to the P.M. or Accounting, etc. No original documents are necessary. If you have questions, call the P.M. or Breanne Blankenship at 317-882-0100.
- If you email your pay application on the 21st or later, it will be considered late and payment may be delayed due to billing owner.
- Applications should include work projected to be completed through the end of the month.



- Before final retainage billing is accepted for processing ALL project closeout requirements must be **submitted and approved** including all warranty letters, O&M Manuals, As-Built drawings, etc.