



HALLMARK CONSTRUCTION

SUBCONTRACTOR BILLING REQUIREMENTS

To ensure your invoices are processed for billing and payment, Subcontractors must include or have in place the following:

- HCI Application for Payment form must be attached to all subcontractor invoices.
 - **NO FAXES WILL BE PROCESSED**
- Conditional Lien Releases & Unconditional Lien Releases (see attached forms)
 - Tier Vendors that filed a preliminary notice are required to have a conditional & unconditional lien release attached to the monthly invoice
- Signed Subcontractor Agreement
- Current Certificate of Insurance for Workers Compensation & General Liability
 - See Insurance Requirements
- Subcontractors are to bill for base contract and **APPROVED CHANGES ONLY.**
 - If a subcontractor chooses to bill for unapproved changes, you will be subject to delay in payment and/or your invoice will be returned. Hallmark's policy is to bill our Clients for approved changes only.
 - ****Changes must be itemized separately from base contract on the Application for Payment Form.**

All invoices are due in our office no later than the 20th day of each month. Should the 20th day fall on a Saturday, Sunday or Holiday, all invoices will be due the Friday prior. Should your bill arrive in our office after the 20th day of the month, we will be unable to include it in our billing to the client. Therefore, it will not be processed until the following month.

- Final Progress billing
 - MUST be for the TOTAL CONTRACT amount due, less previously billed and less retention.
 - MUST be formally submitted on Hallmark Application for Payment.
 - MUST include ALL approved change orders not previously billed, as well as any outstanding change order requests that have not been issued an approved Hallmark Change Order.
 - MUST have a conditional lien release for PROGRESS payment attached.
- Final Billing (Retention)
 - MUST be for the TOTAL RETENTION amount due.
 - MUST be formally submitted on Hallmark Application for Payment.
 - MUST include conditional lien release for FINAL payment attached

If you have any questions or concerns, please contact any of the Project Administrators at Hallmark Construction, Inc. Please do not delay your payment by not complying. Funds will not be released until all required forms are in our office.