

Exhibit “F”
DC Construction Management LLC.
Payment and Billing Information

1. Any pay request submitted without the follow up paper work items “a-e” attached will be rejected resulting in delayed payments. The following attachments must accompany the draw. The draw requires that all of the following is submitted by the draw date.
 - a. **Sworn Statement and Notice of Disclosure** forms will be turned in with the draw. All of this subcontractor’s liabilities i.e., goods and services provided to this job by himself, sub-subcontractors or sub-vendors must be listed on the “Notice of Disclosure” form “exhibit L” and in Indiana, the “Sworn Statement Form” Exhibit “M” as well. DC Construction Management LLC. will issue two party checks to anyone listed on the sworn statement and notice of disclosure unless the parties listed have been paid in full through the draw date and have executed an unconditional waiver thereby stating that they have in fact been paid.
 - b. **Conditional or Unconditional lien waivers** from sub vendors and sub-subcontractors dated through the draw date, all turned in within five days of draw cut off date. If a sub-vendor or sub-subcontractor is owed money during this draw period, then a conditional waiver must be filled out and signed buy the sub-subcontractor or sub-vendor owed money by this subcontractor. The amount due to the sub-subcontractor should match the amount owed as shown on the “Notice of Disclosure” or “Sworn Statement Form” forms the same sub-subcontractor or sub-vendor.
 - c. **Subcontractor invoice:** Completed and due on the draw date (month-25-2008). See the jobsite superintendent for an electronic version in MS Excel® or Lotus® for your use.
 - d. **Subcontractor schedule of values:** updated schedule of values showing what this subcontractor is drawing for is due on the draw date will be submitted with each draw.
 - e. **Unconditional Waiver of Lien:** At the time payment is received by the Subcontractor an unconditional waiver of lien form will be required of the subcontractor. The subcontractor will be required to present an unconditional waiver of lien that is signed, dated the date of the draw, and notarized before checks are issued. The same unconditional waiver will be required of any sub-subcontractor or sub-vendor at the time two party checks are issued. The unconditional waivers are required before additional monies will be issued on subsequent draws.
 - f. **Statement of Compliance:** Exhibit “V” will verify that this subcontractor on a daily basis has performed cleaning and as a part of this draw and payment process, form “V” must be signed off by the project superintendent and submitted with the draw. In the event that cleaning is not performed in accordance to the contract, an amount equal to the cost of such clean up will be negotiated at the time draw is submitted and adjustments will be made to the contract by way of deductive change order.
 - g. **Certified Payroll:** (*HUD projects only*) Certified payroll is due weekly by each subcontractor working on a HUD financed project.
2. Only approved and signed change orders can be invoiced for. All claims for extras must first be approved before work commences and an executed change order issued. Work performed absent an approved change order will not be paid. The on site superintendent can authorize changes up to the amount of \$1,000.00 All other changes can only be approved by the Owner. See article 1.14 and article 6.
3. Retention will be paid in accordance to section 1 article 1.6 and section 2 articles 4 of the contract boilerplate. The subcontractor must submit an invoice for the release of retention.
4. Request for payments must be submitted to our office no later than the draw date (*the 25th day of each month*) as outlined in section 1 article 1.5 of the contract boilerplate. Only one (1) payment can and will be processed each month. The pay date on this project is on or about the 20th of the following month. (See related articles 1.5 (*section 1*) and article 4 (*section 2*))
5. Refer you billing questions to Chris Hamman.