



# Billing Instructions

## **PLEASE READ THOROUGHLY**

Below are some brief instructions on our billing procedure:

On and around the 20th of each month **a representative from your company must meet with our designated superintendent or project manager to review your schedule of values.** This is then forwarded to the contracting Government officer as a request for payment.

Upon approval, **our project manager will provide you with a signed pay request** (prior to the end of the billing month) **that will show your *final approved billable amount*.** You must then duly **execute and provide a matching invoice** prior to the end of every month in order to be paid promptly. Please direct all billing questions to Louie Valenzuela, Corporate Controller, in our office.

**Mandatory** items prior to payments being issued are as follows:

- **All contract documents** must be executed and on file
- **All insurance and contractor's license** must be current and in force and effect
- **All Certified Payroll** must be received and accurate

**In order to receive payment in a timely manner, please submit the following package:**

- **Subcontract pay request** duly executed by a project manager and a representative from your company
- **Invoice** to match the pay request dollar value and include any applicable retention.
- Original signed **Conditional Progress or Conditional Final Waiver**
- **Certified Payroll reports** must be submitted weekly and in our office through the end of the billing period. Please note that it takes approximately ten (10) working days to process certified payroll

**ALL OF THE ABOVE REQUIREMENTS ALSO APPLY TO SUB-TIER CONTRACTORS.**

**If any of these requirements are not in compliance, payment will be withheld**

You may contact Susan Otani via email at [susan@bvbconstruction.com](mailto:susan@bvbconstruction.com) or by phone at (805) 642-8381 should you have any questions or need additional information.

