

EXHIBIT G - Application for Payment Procedure

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WCXX-XXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Subcontract # WCXXXXXX-XXX

1. Please read the entire contract package thoroughly. You will be responsible for everything included or referred to in this package.

▶ If you have questions or concerns please contact:

2. BEFORE you start your work:

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Read thoroughly, have an authorized person sign it

Insurance
Refer to Exhibit F and the sample insurance certificate for specific requirements

Things to look out for: *Limits must be equal to or greater than sample certificate*
Additional insured must be correct
If your work is Design/Build, refer to Exhibit F for additional insurance requirements
Job Name, Location (City, State), and Job Number must be listed on certificate

3. BEFORE your first payment:

Invoice on or before the 25th of each month unless otherwise specified by Windover.
Submit your invoice/bill on the attached One Page PARTIAL Billing Form.
The One Page PARTIAL Billing Form must be signed.
One Page PARTIAL Billing Form must be submitted DIRECTLY to accounting

Sign and submit your **Lien Grid** with your list of vendors/suppliers/subcontractors
If there are no persons Furnishing Labor, Material, Equipment and/or Services, write "None".

If this is your first time working with Windover please submit a copy of your company's **W-9** Form

Sales and Usage Tax compliance

*Submit proof of applicable **Sales and Usage Tax** compliance, if working outside of your home state on a taxable job*
Some examples include: *State Registration Certificate or Certificate of Compliance Form*

4. BEFORE your second and subsequent payments:

Invoice on or before the 25th of each month unless otherwise specified by Windover.
Submit your invoice/bill on the attached One Page PARTIAL Billing Form.
The One Page PARTIAL Billing Form must be signed.
One Page PARTIAL Billing Form must be submitted DIRECTLY to accounting

Submit **Non-Conditional Releases of Lien from your vendors/suppliers/subcontractors**
Partial releases of liens are acceptable until your final payment

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5. BEFORE your final payment:

Invoice on or before the 25th of each month.
*Submit your invoice/bill on the attached One Page FINAL Billing Form.
The One Page FINAL Billing Form must be signed.
One Page FINAL Billing Form must be submitted **DIRECTLY** to accounting*

Submit Non-Conditional Final Releases of Lien for all of your vendors/suppliers/subcontractors
Only Final Non-Conditionals will be accepted

Submit all requested O&M Manuals/Close-out Documents
Some examples include: *Warranty Letter, Product Data, As-Builts*

6. GENERAL:

Applications for Payment

Applications shall not include changes for which the Contractor has not issued a Change Order. Applications may include stored materials if agreed to in advance by Contractor, provided the application is accompanied by a fully completed, signed, original Transfer of Title and a certificate reflecting insurance naming the Contractor as loss payee.