



## **BILLING INSTRUCTIONS:**

The following is a quick summary of procedures for billings to ensure prompt payments:

- All requests for payment from Subcontractors and Suppliers must be billed on a **C4 Builders LLC Pay Application** that was included with the contract. Pay Apps must be submitted by the 25<sup>th</sup> of each month. The Project Manager will review and notify you of any requested revisions within 48 hours.
- At no time should you bill for additional costs unless you have a fully documented change order from C4 Builders LLC. Separate and loose invoices for extra work will not be processed. Change Orders must be listed by item on the pay application, not lump sum.
- All contracts and change orders must be signed and returned prior to any payments being released.
- Only send one (1) notarized pay application. There is no need to send an original after an email copy has been sent.
- All pay applications should include a notarized partial waiver or final waiver depending on the payment being applied for.
- A project specific Certificate of Insurance (COI) showing General Liability and Worker's Comp and a current W9 must be submitted before payments will be approved.
- All pay applications must be submitted to C4 Builders LLC office by NOON on the 25<sup>th</sup> of the month. Any pay applications received after this time will be considered late and cannot be processed until the following month.
- If the 25<sup>th</sup> falls on a Saturday, then the pay applications are due at Noon on the 24<sup>th</sup>.
- If the 25<sup>th</sup> falls on a Sunday, then the pay applications are due at Noon on the 23<sup>rd</sup>.

**All pay applications and waivers must be emailed to  
Liz Garofalo at [lgarofalo@c4builders.com](mailto:lgarofalo@c4builders.com)**

*Please DO NOT hand in any pay applications to the Project Manager or Superintendent at the job site.*