

**Corporate Office**

1063 Route 22 East
Mountainside, NJ 07092
tel: 908.873.0022
fax: 908.873.0023

Charlotte Office

13504-J South Point Blvd
Charlotte, NC 28273
tel: 704.504.0200
fax: 704.504.0079
license: 72447

DC Metro Office

Arlington, VA
tel: 908.873.0022
fax: 908.873.0023

Orlando Office

1401 Sligh Boulevard
Orlando, FL 32806
tel: 407.286.2428
fax: 407.930.5793
license: CGC1532782

South Florida Office

6555 Powerline Road
Suite 108
Fort Lauderdale, FL 33309
tel: 954.533.0895
fax: 954.533.5227
license: CGC1532782

Houston Office

Houston, TX
tel: 979-398-1118

Dear Subcontractor / Vendor:

Listed below are instructions for Billing and Payment. Please follow all instructions to ensure that billings and payments will be processed accurately and quickly.

BILLING / PAYMENT INSTRUCTIONS

- 30 The Subcontract / Purchase order provided for this project must be signed and returned to Vericon prior to any work being performed or services provided. An executed copy will be returned for your files.
- 40 Included below is the required Payment Subcontractor Requisition. This form **MUST** be filled out and attached on top of your invoice/AIA along with any required lien waivers and submit as one PDF document per individual project.
- 50 All invoices **MUST** be submitted to invoices@vericon.com with copies to the Vericon Project Manager assigned to the project. **FAXED COPIES WILL NOT BE ACCEPTED.**
- 60 All contract amounts over \$50,000.00 must be on AIA form G702/703, which should be included with the Payment Subcontractor Requisition form, per item #2 above.
- 70 No work can be started without an executed Master Subcontractor Agreement or Master Vendor Agreement, Completed W-9, executed subcontract/purchase order and current insurance documents on file. (Cwcej o gpv'l – Vericon Master Agreement Insurance Requirements for COI limits, language and endorsements is available upon request from insurance@vericon.com)
 - c0 If there are any project specific required certificates of insurances outlined within the individual subcontract / purchase order, these documents are also required to be submitted prior to any work being performed onsite or services provided. All certificates of insurance should be emailed to insurance@vericon.com
- 80 ONLY Change Orders / Additional Costs that are approved by Vericon may be included on an application for payment or invoice. Change Orders approved by Vericon and issued to the Subcontractor / Vendor must be signed and returned to the designated Vericon Project manager before these items can be included in an application for payment or invoice. Change Orders / Additional costs that are included on invoices without prior approval will delay processing.
- 90 Payments to Subcontractors / Vendors cannot be processed until all of the applicable items indicated above have been submitted and approved.
- : 0 In accordance with Article 18.2 of the Master Subcontract Agreement, Subcontractor shall not factor or assign any sums claimed due under this Agreement without the express written authorization of an officer of Vericon Construction. Any such attempt to factor or assign payment obligations without such express written authorization shall be considered null and void, and a breach of contract. A breach of Article 18.2, by the Subcontractor is subject to the indemnification obligations set forth in Article 11 of the Master Agreement, including the payment of all professional fees, including attorneys' fees, and costs and expenses. These remedies are in addition to, and not in place of, any other remedy available to Contractor either by contract or pursuant to applicable law.

If you have any questions regarding this memo, please contact our Accounting Department at (908) 873-0022.

Sincerely,
Jennifer Hamrah
Controller

IMPORTANT NOTE: VCC only issues payments via Automated Clearing House (ACH). All subcontractors and vendors must complete the attached 'Attachment 5 - Vendor ACH Enrollment Form'. If you have not already set up ACH payments, please do so immediately.

