

This Subcontract Exhibit E is attached to and made a part of every Subcontractor Commitment. The documents and information contained in Exhibit E are incorporated into and shall form a part of this Agreement as if fully set forth herein. In the event of any conflict between the provisions of this Agreement and the Master Subcontract Agreement, the provisions of the Master Subcontract Agreement shall govern.

### Billing Instructions

1. The Subcontract / Purchase order provided for this project must be signed and returned to Vericon prior to any work being performed or services provided.
  - a. An executed copy will be returned for your files.
2. All invoices **MUST** be submitted to [invoices@vericon.com](mailto:invoices@vericon.com) with copies to the Vericon Project Manager and Project Coordinator assigned to the project.
3. All Invoices shall be submitted as a single .pdf file and **MUST** be inclusive of the items noted below. Invoices missing required documentation will be rejected.
  - a. Vericon Subcontractor Payment Requisition Form attached (Exhibit E.1). This form **must** be completed and submitted as the **first page** of your invoice or AIA, along with the required lien waiver, for each individual project.
  - b. Subcontractor / Vendor Application for Payment / Invoice (Subcontract / PO amounts greater than \$50,000 must be provided in an AIA Format G702/703).
  - c. A lien waiver **MUST** be included with every invoice submission. The appropriate project lien waiver will be provided as an exhibit (Exhibit F) within your awarded contract. Failure to include the required lien waiver will result in your invoice being rejected and will not be processed until the necessary lien waiver is submitted.
4. ONLY Change Orders / Additional Costs that are approved by Vericon and have been issued and fully executed may be included in any application for payment or invoice. All others will be rejected.
5. Current Insurance documentation as required by the executed MSA and /or the project specific insurance requirements (Exhibit I, if required) must be on file.
6. Payments to Subcontractors / Vendors cannot be processed until all of the applicable items indicated above have been submitted and approved.
7. Payments to Subcontractors / Vendors are issued via Automated Clearing House (ACH).
  - a. If the subcontractor / vendor has not been enrolled in this payment method, please contact the designated Project Manager or Project Coordinator for the necessary enrollment forms.
8. 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 these instructions, please contact our Accounting Department at (908) 873-0022.

Sincerely,  
Vericon Construction Company, LLC

## SUBCONTRACTOR PAYMENT REQUISITION

Date \_\_\_\_\_

**OR**

Address \_\_\_\_\_

**NO EXTRAS MAY BE REQUISITIONED WITHOUT AN APPROVED CHANGE ORDER**

New Jersey | DC Metro Area | Florida | North Carolina | Houston  
Vericon Construction Company | [vericon.com](http://vericon.com)