

FALOH CORP.

CHECKLIST FOR SUBCONTRACTORS

SUBCONTRACTOR: _____ **DATE** _____

- GENERAL LIABILITY INSURANCE
- WORKER'S COMPENSATION INSURANCE
- W-9 FORM
- COPY OF OCCUPATIONAL LICENSE
- SUBCONTRACTOR PROPOSAL AGREEMENT
- SUBCONTRACTOR WORK SPECIFICATION
- SUBCONTRACTOR PRICE AGREEMENT/CONTRACT
- SUBCONTRACTOR INFORMATION ADDRESS, OFFICE #'S.

Welcome to Faloh Corp we look forward to having a smooth working relationship with you, please submit all required paperwork to our office so that we may process your information. All information must be received before first check can be issued.

If you have question regarding payment of your invoice please contact our office.

All checks will be issued twice a month, on the (10th) and the (25th)

Invoices that are received by the (10th) will be paid on the (25th). If they are received by the (25th) then they will be paid on the (10th) of the following month.

If the (10th) or the (25th) falls on a Saturday or Sunday the will be issued on Monday. All checks are to be mailed only.

All payment requests must be mailed to 4834 Lillian Black Rd. ST Cloud, FL 34771 or emailed to rfaloh@faloh.com. Absolutely no invoices will be accepted for payment in the field.

The budget amount will be paid on all jobs. (Subcontractor price agreement)

No extras will be paid unless accompanied by a complete change order. In order to complete the change orders you must receive an approval from the job superintendent. If you do not have an approved change order it will not be paid.

All work will be paid from completed purchase orders. Purchase orders are to be picked up at the office. Once work is complete turn in the P.O. with your invoice for payment. DO NOT turn in the P.O. for payment if the work is not complete! The superintendents will review each job immediately following the end of a pay period to determine completed work. If the work is not completed on the date of review then the purchase order may be held for the next pay period. This may mean a delay in payment.

OFFICE NUMBERS 321-895-5553 Cell: 407-709-3059

SUBCONTRACTOR AGREEMENT SIGNATURE:

_____ **DATE** _____