

SUBCONTRACTOR INFORMATION

TO: ALL SUBCONTRACTORS FROM: CTJ CONSTRUCTION COMPANY, INC. RE: PAYMENT PROCEDURES AND INSURANCE REQUIREMENTS
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CTJ Construction Company, Inc. would like to make you aware of the procedures that must be followed when you do work for our company.

The following items must be in our office before any pay requests are processed.

1. We must have a W-9 form on file – form available online.
2. We must have a Certificate of Insurance with not less than \$1,000,000.00 General Liability and Workman’s Compensation before work is started for CTJ. You will need to contact your insurance carrier and have them fax us a copy to 770-496-5745. They will also need to mail an original to us.
3. We must have a Hold Harmless Statement on file – form available online.

When submitting application for payment, we must have the following:

1. For progress payment on any job, you must submit the following:
 - a) Subcontractor billing – form available online
 - b) A notarized Interim Lien Waiver and Release Upon Progress Payment – form available online
2. For final payment on any job, you must submit the following:
 - a) Subcontractor billing
 - b) A notarized Unconditional Lien Waiver and Release Upon Final Payment
 - c) A one-year Guarantee – form available online
 - d) If applicable, operation manuals and equipment warranties (w/serial numbers and model identification numbers, etc.)

The above terms and conditions must be met in full, prior to final payment. Any changes are subject to the above terms and must be in writing and approved by the Project Manager prior to commencement of work.