

# SUBCONTRACT COVER SHEET

SUBCONTRACT COVER SHEET IS MADE PART OF CONTRACT AND SHALL BE CONSIDERED AS SUCH

\*Have a question about this checklist? Please call 317.422.1654

Today's Date \_\_\_\_\_

Subcontractor \_\_\_\_\_

Project \_\_\_\_\_

Location \_\_\_\_\_

Attached are your contract documents for the above mentioned project. If you have received this communication in error, please call the number above\*. All requirements below must be met before processing your pay request.

1. Please sign and return **BOTH** contracts to our office for execution, one will be returned to you.
2. Before work begins, we must have a valid certificate of insurance on file. If you claim an exemption from worker's compensation, a state issued exemption certificate must be submitted. If you do not carry worker's compensation insurance, we will deduct a fee of ten percent (10%) from all invoices. **DeWees Construction Co., Inc. and the owner shall be named as additional insured.**
3. A signed Job Schedule Acceptance Agreement must be submitted, a copy attached.
4. A Subcontractor Declaration to Procure Payment must be submitted, a copy attached.
5. A completed W-9 form must be on file.
6. All invoices must be submitted on AIA forms, a copy attached.
7. All requests for payments must be accompanied by a Lien Waiver Affidavit, attached to your contract.
8. All requests for payment must be accompanied by a Release of Debt and Claims form, a copy attached.
9. Copies of MSDS sheets for materials you or an agent of yours will use on our jobsites must be submitted.
10. Contractor Warranty form must be completed before final payment is processed.
11. There should be no mark ups, or changes made on the Subcontract Agreement. Any change voids all. Requested changes should be brought to our attention, a revised contract or a change order will be issued if deemed appropriate.
12. **NO FAXED COPIES WILL BE ACCEPTED OR ACKNOWLEDGED.**

**FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN DELAYED PAYMENT.**  
Pay applications are processed on a 30 day cycle, if your pay application is received by the 30<sup>th</sup> of the month it will be included to be processed the following month, assuming all other requirements are met.