



DOCUMENT REQUEST FORM

The following documents must be in our offices BEFORE any contracts can be issued to your Company and BEFORE you can perform any work at our jobsites:

- ✓ Current (Pocket Size) Contractor's License
- ✓ Complete W-9
- **GENERAL LIABILITY Certificate & Additional Insured Endorsement**
 - ✓ Coverage must be at least \$1,000,000 per occurrence
 - ✓ Must name *Chalmers Corporation dba. C.E.G. Construction* as Certificate Holder
 - ✓ The following (4) entities must be listed as Additional Insured on certificate and/or on the endorsement
 - *Chalmers Corporation dba C.E.G. Construction*
 - *Chalmers Equity Corporation*
 - *Chalmers Management Corporation*
 - *C.E.G. Design & Engineering Group, Inc.*
 - ✓ Additional Insured Endorsement: CG 20 10 11 85 are preferable; however, we will accept any endorsement comparable to it. (Sample wording attached).
 - ✓ Waiver of Subrogation Endorsement (Sample wording attached).
- **AUTOMOBILE INSURANCE CERTIFICATE**
 - ✓ Proof of Coverage
- **WORKERS COMPENSATION INSURANCE CERTIFICATE**
 - ✓ Must name *Chalmers Corporation dba. C.E.G. Construction* as Certificate Holder
 - ✓ If the owner is exempt, we require a copy of the exemption form issued and certified by the CSLB/Consumer Affairs.

Thank you for your anticipated cooperation and should you have any questions, please contact Priscilla. Please fax or email certificates and endorsements to Promero@cegconstruction.com.

NOTE: If you are on site the day after we require your insurance certificate or we for any reason, do not have a proper and current insurance certificate for your company on file, you will be asked to leave the premises, and you may incur charges for delaying the project. ALL payments/ contracts/contract numbers will not be released until all complete and correct information is in our offices. In the event you are unable to comply with this request, your contract may be terminated and re-assigned to a different company.

NO EXCEPTIONS.



BILLING REQUIREMENTS

All invoices submitted must contain all of the following information, and must be originals. FAXED OR PHOTOCOPIED INVOICES WILL BE DISCARDED.

- Must reference the Contract and Change Order numbers for which you are billing.
 - Contract and Change Order numbers are the six digit numbers stamped on the top right hand corner of the Contract and Change Orders.
- The original amount of the contract must appear on the invoice, along with the amount(s) of any approved change orders.
- The percentage of completion of the original contract amount and the percentage of completion of any change order must be clearly stated.
- The retainage, as provided by the contract, must be indicated
- Previous amount billed, detailed by invoice, must be indicated.
- Each invoice must have a unique invoice number.
- Each invoice must reference the complete jobsite street address.
- Do not invoice multiple jobs on one invoice.

The following must accompany your invoice:

- You must include an original Conditional Progress or Conditional Final lien release through the same date as your invoice. All jobs require unconditional releases from previous payments before the next payment will be made.
 - Progress billings must be accompanied by a Conditional Progress Release.
 - Retention billing must be accompanied by a Conditional Final Release.
- If you have any subcontractors or material suppliers you must include an original conditional or unconditional release through the same date as your invoice date.
 - Please submit an Unconditional Final for any subcontractors or material suppliers that have been paid in full.
 - If you send conditional releases from your vendors you will receive separate joint checks payable to both your company and your vendor. It is imperative that you include all required original release from your vendors or the entire invoice package will be sent back to you.

**Please refer to the attached Sample Invoice, Conditional and Unconditional Progress Releases, Conditional and Unconditional Final Releases, and Example Billing Packet.

REMEMBER: DO NOT DO ANY WORK, ORIGINAL SCOPE OR ADDITIONAL WORK, WITHOUT AN AGREEMENT SIGNED BY AN APPROVED C.E.G. OFFICER. THE AGREEMENT MUST HAVE A NUMBER ASSIGNED BY C.E.G. CONSTRUCTION AND ALL REQUIRED INSURANCE MUST BE IN FORCE.

No C.E.G. Construction Employee or Project Manager is authorized to pay or promise payment to a subcontractor; only officers of the Corporation may authorize payments.

Check-runs are on or about the 1st or the 15th day of the month based on a 30 day turn around. Individual checks are not cut outside of these check runs.

Thank you for your anticipated assistance, for any questions regarding our billing forms or procedures please contact SHIRLEY OR DONNA at (562) 948-4850.

Master Copy make copies for your billings using your letterhead.

INVOICE

Bill To: C.E.G. Construction
7901 Crossway Drive
Pico Rivera, CA 90660

Date: _____

Invoice # _____

Job Address: _____

Description: _____

	Contract Number	Contract Amount	% Complete	Total Work Performed	Less 10% Retention	Extension
Original Contract #		\$	%	\$	\$	\$
Change Order #		\$	%	\$	\$	\$
Change Order #		\$	%	\$	\$	\$
Change Order #		\$	%	\$	\$	\$
Change Order #		\$	%	\$	\$	\$
Total Revised Contract Amt.		\$		\$	\$	\$

Less Previous Billing(s)

Invoice #	Date	
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$

Total Progress Billing Due: \$ _____

INVOICE

Joe Smith Concrete Inc.
123 Concrete Way
West Construction, CA 90660

Bill To: C.E.G. Construction
7901 Crossway Drive
Pico Rivera, CA 90660

Date: 5/20/2009

Invoice # 1287

Job Address: 1234 Grand Avenue, Los Angeles CA

Description: Concrete site-work performed

	Contract Number	Contract Amount	% Complete	Total Work Performed	Less 10% Retention	Extension
Original Contract #	000567	\$ 25,000.00	45%	11,250.00	(1,125.00)	10,125.00
Change Order #	000578	1,000.00	100%	1,000.00	(100.00)	900.00
Total Revised Contract Amt.		\$ 26,000.00		12,250.00	(1,225.00)	11,025.00

Less Previously Billed

Invoice	Date	
#1233	3/01/2009	(2,000.00)
#1247	4/01/2009	(5,000.00)

Total Progress Billing Due: \$ 4,025.00

Joint Check Break Down

To: C.E.G. Accounts Payable

From: Joe Smith Concrete, Inc.

Please find enclosed a conditional progress release for the enclosed invoice along with an unconditional release from the last payment, which has been received. We have also included an unconditional release for Ted's Concrete Sacking Inc. for this period, who has been paid in full.

As per the releases provided, our payment should be allocated as follows:

Bill's Ready Mix	\$ 500.00
Bob's Rebar Inc.	\$ 700.00
Joe Smith Concrete, Inc	<u>\$ 2,825.00</u>
Invoice Total	\$ 4,025.00

**CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT
CALIFORNIA CIVIL CODE SECTION 8132**

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Name of Claimant: _____

Name of Customer: **C.E.G. Construction**

Job Location: _____

Owner: _____

Through Date: _____

This document waives and releases lien, stop payment notice and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or materials delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: **C.E.G. Construction**

Amount of Check: \$ _____

Check Payable to: _____

Exceptions:

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
Date(s) of waiver and release: _____
Amount(s) of unpaid progress payment(s): \$ _____
- (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

**UNCONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT
CALIFORNIA CIVIL CODE SECTION 8134**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Name of Claimant: _____

Name of Customer: **C.E.G. Construction**

Job Location: _____

Owner: _____

Through Date: _____

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment: \$_____

Exceptions:

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract and (B) the right to recover compensation for work not compensated by the payment.

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

**CONDITIONAL WAIVER AND RELEASE
UPON FINAL PAYMENT
CALIFORNIA CIVIL CODE SECTION 8136**

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Name of Claimant: _____

Name of Customer: **C.E.G. Construction**

Job Location: _____

Owner: _____

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: **C.E.G. Construction**

Amount of Check: \$ _____

Check Payable to: _____

Exceptions:

This document does not affect any of the following:

Disputed claims for extras in the amount of: \$ **0.00**

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

**UNCONDITIONAL WAIVER AND RELEASE
UPON FINAL PAYMENT
CALIFORNIA CIVIL CODE SECTION 8138**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Name of Claimant: _____

Name of Customer: **C.E.G. Construction Inc.**

Job Location: _____

Owner: _____

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

Exceptions:

This document does not affect the following:

Disputed claims for extras in the amount of: **\$ 0.00**

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____