



INVOICING PROCEDURES

Notice to All Sub-Trades

Please ensure your accounting department receives a copy of these procedures

To facilitate payment of your monthly progress invoice the following is required, prior to **ANY** payment being made:

1. An email copy of **Draft Invoice** must be received by the Project Manager no later than the **22nd** of the month. Invoices will be processed at the end of the following month. Invoices received after the **22nd** will be considered late and will not be processed.
2. The **Original Hard Copy Invoice** (emailed copies will not be accepted) must be mailed to SBW Head Office & received no later than the 30th of each month.
3. All approved subcontract change orders shall be listed separately from the base contract and shall be submitted for processing along with the monthly progress claim. **Unapproved change orders included on the progress draw will invalidate the claim and the claim will not be processed.**
4. Second and subsequent progress claims **must be accompanied by an original signed Statutory Declaration** (CCDC 9B- 2018)
5. Proof that quarterly WorkSafe BC Assessment requirements have been fulfilled.
6. Execution of the signed Sub-contract or Purchase Agreement.
7. Issuance of valid Insurance Certificate.
8. Issuance of bonding (if applicable).
9. Issuance of up-to-date Safety Program.

INVOICING FORMAT

(COMPANY'S NAME & ADDRESS)

(Invoice Number)

(Invoice Date)

PROJECT :

| | <u>AMOUNT</u> | % | <u>PROGRESS TO DATE</u> | LESS PREVIOUSLY INVOICED | THIS CLAIM |
|--|---------------|-------|-----------------------------|--------------------------------|---------------|
| ORIGINAL CONTRACT | | | | | |
| 1 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 2 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 3 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 4 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| <hr/> | | | | | |
| <i>TOTAL ORIGINAL CONTRACT VALUE</i> | <i>\$0.00</i> | | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> |
| APPROVED CHANGE ORDERS: | | | | | |
| 1 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 2 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 3 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 4 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| 5 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| <hr/> | | | | | |
| <i>TOTAL CHANGE ORDERS</i> | <i>\$0.00</i> | | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> |
| <i>REVISED CONTRACT VALUE</i> | <i>\$0.00</i> | | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> |
| <i>(TOTAL ORIGINAL + TOTAL CHANGE ORDER)</i> | | | | | |

TOTAL CLAIMED THIS INVOICE \$0.00

LESS: 10% HOLDBACK

NET CLAIM \$0.00

5% GST

TOTAL AMOUNT OF INVOICE DUE \$0.00