

## **APPRO Billing Process:**

- Invoices must be submitted using the AIA Document G702 and G703 Application for Payment and Continuation Sheet or APPRO's Excel forms – Subcontractor Application for Payment and Continuation Sheet (see form on website).
  - Invoices for work completed must be received by APPRO Development by the 25<sup>th</sup> of the month to be included in that month's draw request to the Owner.
  - Invoices will be paid by the 25<sup>th</sup> of the following month. If invoice is received after the 25<sup>th</sup> of the month, payment will be delayed 30 days.
  - Extras over the Subcontract amount are not to be billed and will not be approved for payment without an executed Change Order.
  - **With each Application for Payment, Subcontractor shall submit lien waivers from the prior month's Application for Payment from all material suppliers and previously authorized sub-subcontractors whose amounts were part of the prior month's draw request, by the 25<sup>th</sup>.**
- A retainage will be withheld until all work is completed, including punchlist items. Upon 100% completion of your respective scope of work, your retainage will be paid. If retainage is required by the Contract with the Owner, the retainage will be withheld until substantial completion of the project.