



Subcontractor Invoicing Checklist

Cornerstone is deeply committed to paying its subcontractors and vendors in a timely manner. By carefully and completely following these instructions, you can expect your invoices to be paid within 30 days of receipt.

As soon as you receive a contract:

A. Subcontract for Construction

1. Execute the contract by initialing, signing, and dating where indicated. As a prerequisite for payment, Cornerstone must have an executed contract on file.
2. Email or fax the executed contract to the Assistant Project Manager: Angela Henderson or Suzanne Miller (Angela@CornerstoneDesignBuild.com or Suzanne@cornerstonedesignbuild.com).
 - **DO NOT mail your executed contract to our office.**

B. Certificate of Insurance & W-9

1. Coordinate with your insurance carrier. As a prerequisite for payment, Cornerstone must have a valid Certificate of Insurance (COI) and W-9 on file.
2. On the COI, Cornerstone must be listed as the "Certificate Holder" and an "Additional Insured" with respect to the general liability policy.
3. The COI must indicate minimum limits for the general liability and worker's compensation policies, as defined in the contract.
4. Email or fax COIs and W-9s to Jen Martins (jmartins@CornerstoneDesignBuild.com).

Every time you invoice Cornerstone:

C. Invoices

1. Submit your invoice for payment to our new dedicated fax number (508) 401-6662 or email address (CornerstoneDesignBuild@CashProBillPay.com).
2. When preparing your invoice, delineate labor, material, and sales tax charges as separate line items and, when applicable, attach itemized receipts for materials purchased or a letter of tax compliance from the project state's tax authority.
3. Change orders are not treated as invoices. After a change order is approved, send a separate invoice for it or add the amount to your next progress bill.
4. Withhold 10% retainage from progress invoices and immediately upon completing your scope of work, send us a separate invoice for the total retainage amount.
 - **DO NOT mail or fax invoices to our office.**
 - **DO NOT email invoices to a staff member.**
 - **DO NOT invoice for change orders unless they were approved in advance by the Project Manager.**

D. Lien Waivers

1. Prepare and notarize a lien waiver for every invoice submitted.
2. The \$\$ amount on the lien waiver should exactly match the \$\$ amount on the corresponding invoice.
3. Use the project-specific lien waiver form provided by Cornerstone.
4. The date of the notary's and authorized representative's signature must be the same.
5. The "Construction Period To" date cannot be later than the lien waiver's notarization date.
6. Mail the original, notarized lien waiver to our office. As a prerequisite for payment, Cornerstone must have the original, notarized lien waiver on file.
 - **DO NOT email or fax lien waivers to our office; we must have an original hardcopy.**
 - **DO NOT include hardcopies of invoices with lien waivers.**
 - **DO NOT send lien waivers to our new dedicated fax number and email address; these are for invoices only.**