



## EXHIBIT B

## BILLING & PAYMENT

Project Number

Subcontractor Name

Project Name

**MONTHLY PAY APPLICATION (EXHIBIT E) is due on the 25<sup>th</sup> of each month for progress payments.**

**Please Note: The following items are required prior to processing subcontractor payment applications:**

- Executed signed contract with all exhibits and bond (if required)
- Current Certificates of Insurance per Exhibit D – Insurance Requirements
  - Workers Compensation Insurance
  - General Liability with Additional Insured per Exhibit D – Insurance Requirements
  - Automobile Liability Insurance
- List of suppliers and sub-subcontractors (Exhibit I)
- **Schedule of Values** supporting the % completed on the Payment Application Form (Exhibit E)
- Completed copies of DAS 140, DAS 142 and Fringe Benefit Statement must be provided BEFORE Subcontractor is on Jobsite as uploaded documents in eMars.

### **Monthly Billing Requirements**

- **Payment Application Form** (Exhibit E)
- Conditional lien release upon progress payment including suppliers and subcontractors
- Certified Payroll Reports must be submitted weekly via eMars software program along with a confirmation of submission to DIR via eCPR through the billing period on the monthly payment application
- Completed and filed copy of CAC 2 or a copy of payment to an accredited apprenticeship program is to be provided at the end of each MONTH for the duration your Company is on the project in eMars.
- Monthly Skilled and Trained Workforce Report (Exhibit G) for Lease/Leaseback Projects.

### **Final/Retention Payment Application**

- **Payment Application Form** (Exhibit E)
- Conditional lien release upon final payment including suppliers and subcontractors
- Final Certified Payroll Report must be submitted via eMars software program along with a confirmation of submission to DIR via eCPR through the final billing period
  - Final payroll marked as "Final" in eMars
- Completed and filed copy of CAC 2 or a copy of payment to an accredited apprenticeship program through the final month your Company is on the project in eMars.
- Final Affidavits (Exhibit F and Exhibit G-3)
- Closeout documents
- Final Monthly Skilled and Trained Workforce Report (Exhibit G-2) for Lease/Leaseback Projects.

9680 Old Redwood Hwy.

Windsor, CA 95492

Phone (707) 837-5065 \* Fax (707) 837-5623

\_\_\_\_\_ Subcontractor Initials

\_\_\_\_\_ Date Reviewed



**EXHIBIT E**

**MONTHLY PAYMENT APPLICATION**

FRC, Inc  
 9680 Old Redwood Hwy  
 Windsor, CA 95492

Subcontractor Name:  
 FRC Project Number:  
 Invoice Number:   
 Project Name:

**E-MAIL TO:** [accounting@frcinc.biz](mailto:accounting@frcinc.biz)

<b>Original Contract Amount</b>	\$ <input type="text"/>
Executed Change Order(s)	\$ <input type="text"/>
Revised Amount (including Change Orders)	\$ 0.00

Completed to Date	\$ <input type="text"/>
Less Previously Billed	\$ <input type="text"/>
Total This Request (Gross)	\$ <input type="text"/> 0.00
Less Retention - 5 %	\$ <input type="text"/> 0.00
<b>Amount Due this Payment</b>	\$ <input type="text"/> 0.00
Invoice covers work completed through calendar month ending	<input type="text"/>

**\*\*\*Note: Amounts invoiced must include only work and/or materials covered by Executed Contract, Purchase Order or Change Order approved by FRC, Inc. No other amounts will be accepted for payment.**

Subcontractor certifies that the executed change order(s) above include all changes to the contract except for **extra work** in the amount of \$  for which a change order is pending. Fill in zero (0) if none. Attached is documentation supporting pending change order request(s).

**Subcontractor certifies there are no pending change orders if Extra Work amount is blank.**

Signed By: \_\_\_\_\_ Title:  Date:

**\*\*\*NOTE:** Invoices must be filled out completely and mailed or emailed to FRC, Inc., by the 25<sup>th</sup> of each month to be eligible for incorporation into the monthly progress billing to the Owner. Lien releases must be attached including subcontractors and suppliers. Invoices not meeting the requirements, listed in Exhibit B, will be returned to be resubmitted in the next billing cycle\*\*\*

FRC, Inc. Accounting Use Only					
Certified Payroll (required):			Insurance Certs Current:		
Contracts & Exhibits:			Lien Releases Attached:		
Preliens Filed:			Invoice Approved (Project Manager):		
DAS 140	<input type="checkbox"/>	DAS 142	<input type="checkbox"/>	Skilled Work Force	<input type="checkbox"/>
				CAC 2	<input type="checkbox"/>