

**Things to Keep in Mind When Billing:**

- 1) Work Order/Subcontract MUST be returned **fully executed** prior to billing.
  - a. A WO/SUB is not considered FE w/o **COI** or **List of Tiered Suppliers**.
- 2) Invoices on **vendor letterhead** will be **rejected** & asked to resubmit **revised** billing on an AIA form – **2 pages required: Invoice page & SOV page**.
  - a. *See below for example of invoice on vendor letterhead:*

Remit To:

Invoice #	
Invoice Date	
Payment Terms	
Customer Code	
Customer P.O. #	

Bill to:

E LIGHT ELECTRIC SERVICES, INC  
361 INVERNESS DRIVE S  
SUITE B  
ENGLEWOOD, CO 80112

Project Information:

350FNE154 1707 CHESTNUT 1707 CHESTNUT  DENVER, CO 08202
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Remarks:

Item	Description	Unit Price	Amount
1.000	LABOR		

Subtotal:	_____
Tax	_____
Total:	_____
Less Retention:	_____
Current Due:	_____

- 3) Our standard Subcontract pay terms are: **Paid if Paid** – which means you are paid if we are paid by the GC.
- 4) **Per your contract** billings are required to hold the **retention** percentage that is found in Exhibit A of your Work Order/Subcontract – it is generally 10% or 5% depending on the project:

- 5) **Per your contract**, billings must be **emailed** to [Accounting@elightelectric.com](mailto:Accounting@elightelectric.com) or **mailed** to:

*E Light Electric Services, Inc.  
361 Inverness Drive South, Suite B  
Englewood, CO 80112*

**By the 15<sup>th</sup> of each month**

41. Billings to be received by E Light Electric Services, Inc. by the **15<sup>th</sup>** of each month.  
Submit billings on an AIA form or similar with a **Schedule of Values**.

42. All ~~invoices must be mailed to:~~

**E Light Electric Services, Inc.  
361 Inverness Drive South, Suite B  
Englewood, CO 80112**

Or **E-mailed to: [Accounting@elightelectric.com](mailto:Accounting@elightelectric.com)**

All invoices sent to any other location, person or entity or submitted in any other manner shall be considered **void**.

- 6) Invoices can be rejected for the following reasons:
- Improperly filled out** billing.
  - Billing is missing amount for **“This Billing – In Place”** column.
  - Billing is **missing retention** held.
  - Billing has **incorrect previously billed** amount.
  - Billing includes an **“invoice” on vendor letterhead**.
  - Billing is **missing 1 of the 2 required pages** – Invoice page OR SOV page.
  - Billing is **overbilling** the WO/SUB.
  - Includes any **additional pages** that have **contradictory information**.
  - Billing is for retention** – we automatically bill your WO/SUB out for retention when we bill the GC for retention.
  - Billing for **work that has not been completed**.
  - Billing for **change orders that have not been fully executed/issued**.
  - Revised billing** is not **marked as revised** – it is essential you include in your email and on your billing forms that this billing is **“REVISED,”** otherwise Accounting may view it as a duplicate & it will not be entered.
  - Billing is missing **phase code(s)**.

**Things to Keep in Mind on Receiving Payment:**

- 1) When we receive payment on a project, a vendor is due if the funds are from **the same month** their billing was accepted into the system.
- If the **invoice date** in our system is 10/25/16 which means when we receive **October funds** from the GC you will be due for payment less retention.

- 2) **If a billing is rejected this will reflect your invoice date** – regardless of what the date on the invoice is, it will be changed in our system to the date that your revised billing was accepted & entered.
  - a. If a billing was sent in November but rejected & the **revised** billing was not returned until December your invoice will be processed for December & when we receive December funds you will be due for payment.
- 3) Requirements to **release payment**:
  - a. **COI is current.**
  - b. **List of Tiered Suppliers** has been received.
    - i. **Unconditional Lien Waivers** through the month prior to the payment month are required if you have suppliers – with the exception of your first payment.
      1. For example, if you are receiving funds for January we will need an UC waiver from any suppliers through the **end of December 2016** – unless this is the first payment you’ve received.
  - c. All **work order/subcontract change orders** have been returned **fully executed.**
- 4) Requirements to release FINAL payment:
  - a. **COI is current.**
  - b. **List of Tiered Suppliers** has been received.
    - i. **FINAL Unconditional Lien Waivers from all Suppliers listed on your List of Tiered Suppliers/Subcontractors.**
  - c. All **work order/subcontract change orders** have been returned **fully executed.**
  - d. **Closeout** paperwork returned:
    - i. **Final Contract Amount Agreement** page signed & dated.
    - ii. **Conditional/Unconditional Waiver** signed, dated & notarized.
      1. If it is a Conditional Waiver please include copies of your **O/S invoices.**
    - iii. **Sales-Use Tax Affidavit**
      1. N/A if WO/SUB is ALL labor.
      2. If the **total** we have for **taxes** – based on breakdowns in your WO/SUB & WOCOs/SUBCOs – does not match your total, proof of tax paid via invoices will be required for it to be considered correct.
    - iv. **Sales-Use Tax License Form**
      1. Required even if WO/SUB is only labor.
      2. Must include all licenses & their numbers that your company holds for the city, state & county work is being performed.
- 5) Once the project coordinators have released your hold on payment, you will receive a Conditional/Unconditional **waiver** from Accounting in the **amount of your check** that needs to be returned before the check can be sent.

- a. Please keep in mind we have no control over when payment is received from the GC – it can range from 2 to 4 months depending on what the contract's pay terms are.
  - i. If you have a **question about when payment will be received**, email your Project Coordinator for an update.
- b. **Allow 7-14 days** for your check to be processed.