

**E Light Electric Services, Inc.
361 Inverness Dr S Ste. B
Englewood, CO 80112**

The following list provides specifics for our accounting procedures and needs. Your cooperation in providing all required documents timely will make certain that your payments are made as soon as possible.

Please return an "initialed" copy of the checklist along with your Executed Subcontract Agreement.

Please initial that you are in receipt and understand all items needed below	FORM	DESCRIPTION
	W-9	Please fill out W-9 completely. A blank form can be found at www.irs.gov/pub/irs-pdf/fw9.pdf
	Subcontract	Please sign your subcontract and return to us prior to starting work on the project.
	Major Subcontractor and Supplier List	Please provide us with a list of the subcontractors and suppliers you will be using on this project. When lien waivers are requested, we will need a lien waiver from every sub/supplier on the list, regardless of purchase amount.
	General Insurance Requirements	Please provide a general insurance certificate for "All Projects". E Light Electric Services, Inc. should be named as additional insured.
	Job Specific Insurance Requirements	Specific insurance requirements are stated in your subcontract. Please provide a job specific insurance certificate. E Light Electric Services, Inc., the GC & Owner should be named as additional insured, as well as requirements per Exhibit C. The job name must be referenced in the insurance certificate description/notes.
	Lien Waiver Requirements	When payment is received from the Owner, checks will be issued on the next scheduled check run (typically Fridays). Your check is available for pick up when we fax you a copy of the check. The lien waiver faxed with your check needs to be signed by an officer of your company, notarized, and returned before we can release your check.
	2 nd Tier Lien Waiver Requirements	If second tier subcontractor/supplier lien waivers are required, you will need to submit one waiver for each sub/supplier through the date that you were paid and return to us prior to the next payment being released.
	Bonding Requirements	If required in your subcontract, please submit prior to starting on the project.
	Sales Tax Licensing and Sales Tax Affidavits	Please provide your sales or use tax license number for the location of the jobsite prior to starting on the project.
	Payment Applications	Please submit your pay application once per month on the 25 th (or other date as noted in your subcontract). If your payment application is submitted after the due date, it will be held until the following month.
	Retainage Processing	Retainage will be paid to you after the owner has paid retention to E Light. You do not need to bill us for retainage. We will release it automatically.
	Certified Payroll Reports	If required for this project, please submit certified payroll reports weekly, by Monday for any checks cut the prior week.
	Submittals/O & M	If required for this project, please submit by the date requested in your contract

Please submit the above marked items to the Project Coordinator. If we do not receive the required items, it will result in a delay of your payment.

Sincerely, **E LIGHT ELECTRIC SERVICES, INC.**

Attached are several forms for your use during the duration of this project. To ensure a smooth payment process, please use these documents and follow the procedure as outlined below.

- 1) **Progress Payments:** Use the attached Application for Payment form for every application. Please number them using the Job Number-the Pay Application Number (for example E9999-01, 01 being your first Application for Payment). Do not bill for any Change Order unless we have issued a Change Order to you. Do not combine Progress Payments with requests for Retention.

Your Application for Payment will be processed after we receive the following documents:

- a) Executed Subcontract Agreement.
- b) Verified Payment and Performance Bonds if required.
- c) Current Certificates of Insurance.
- d) Submittals and Shop Drawings as required by your scope of work.

- 2) **Retention Payments:** Before your retention can be released, the below information is required.

- a) Sales Tax Affidavit.
- b) Subcontract Close Out Agreement Letter.
- c) Final Tiered Supplier/Subcontractor Lien Waivers.
- d) Final Waiver and Release of Surety if a Payment and Performance Bond was required.
- e) Final Lien Waiver (Conditional).

In addition, the following items are required:

- A) All Subcontract Change Orders executed and returned.
- B) All close-out items, such as As-Builts, O & M's, etc., received and accepted by the Owner/General Contractor.
- C) Completed Punchlist.
- D) Retainage has been released by the Owner/General Contractor.

Please note this is only a guide line and does not relieve you from any additional obligations stated in your Subcontract Agreement, or required or called for in the plans and specifications.

Sales/Use Tax License

We, _____ (Subcontractor Name), verify that we have the appropriate sales or use tax licenses for the jurisdictions on the following project:

(Project Name/Street Address)

(City/State)

We will pay sales or use tax to the following jurisdictions and have listed our sales/use tax license numbers as further proof of our ability to do so. The below license numbers are for the location of the jobsite.

STATE OF _____: License # _____
COUNTY OF _____: License # _____
CITY OF _____: License # _____
OTHER _____: License # _____

We further state that E Light Electric Services, Inc. and E Light Wind & Solar, Inc. is not liable for any sales/use taxes due for our scope of work and hereby indemnify E Light and _____ (General Contractor) from any further tax liability concerning our work.

Subcontractor

Date

Signature

Title

State of: _____

County of: _____

Subscribed and sworn before me this _____ day of _____, 20 ____.

(Notary Public)

Sales Tax Affidavit

We, _____, verify that taxable materials, equipment or
(Subcontractor)
labor were supplied to E Light Electric Services, Inc./ E Light Wind & Solar, Inc. at the

(Project Name/Street Address)

(City/State)

in the amount of \$ _____ and that we have paid sales tax in the amount of
\$ _____ to the State and Local agencies as required by law.

We further state that the above represents the total amount of sales taxes due for our work
on the _____, and hereby indemnify

(Name of Project)

E Light Electric Services, Inc. and _____
(General Contractor)

from any further tax liability concerning our work.

Subcontractor

Date

Signature

Title

State of: _____

County of: _____

Subscribed and sworn before me this _____ day of _____, 20 _____.

(Notary Public)

E Light Electric Services, Inc.
361 Inverness Dr. S Ste. B
Englewood, CO 80112

INVOICE

TO: E Light Electric Services, Inc.

From: _____

Address _____

Project: _____

Job #: _____

Invoice # _____

Date: _____

Period From: _____

Period To: _____

Original Contract Value	\$ _____
Approved Change Orders	\$ _____
Adjusted Contract Value	\$ _____
Value of Work Completed to Date: per Schedule of Values	\$ _____
Total to Date:	\$ _____
Less Amount Retained (_____ %)	\$ _____
Total Less Retention:	\$ _____
Less Previous Invoices (Negative)	\$ _____
Amount Due this Request	\$ _____
	<hr/>
Balance to Complete Including Retention:	\$ _____

CERTIFICATE OF THE SUBCONTRACTOR:

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and E Light Electric Services, Inc. relating to the above referenced project.

I also certify that payments, less applicable retention, have been made through the period covered by previous payment received from the Contractor, to (1) all my Subcontractors and (2) for all materials and labor used in or in connection with the performance of this Contract. I further certify I have complied with Federal, State and local tax laws, including Social Security received Unemployment Compensation laws and Workmen's Compensation laws insofar as applicable to the performance of this Contract.

Subcontractor

(Authorized Signature)

TITLE: _____

E LIGHT ELECTRIC SERVICES, INC.
 LIST OF TIERED SUPPLIERS/SUBCONTRACTORS
 (Required from all subcontractors and suppliers on each E Light project)

Subcontractor: _____
 Job Name: _____
 E Light Job # _____
 Subcontractors Job #: _____

361 Inverness Drive South, Suite B, Englewood, CO 80112
 (P) 303-754-0001, (F) 303-754-0011
 Email: Accounting@ElightElectric.com

Provide Name of all: Material Suppliers Equipment Rental Companies Subcontractors (sub tier)	Provide Address of all: Material Suppliers Equipment Rental Companies Subcontractors (sub tier)	Phone #	Fax #	Email Address (If Known)	Cost of Material/Service to be Supplied	Description of Material/Service to be Supplied

The undersigned certifies the above information is warranted to be true and is a complete list of companies on the project. I/We hereby authorize E LIGHT ELECTRIC SERVICES, INC. to contact the above listed companies periodically during the course of this project. The undersigned agrees to send a revised list immediately to E Light if there are any modifications to the list.

Signature: _____ Date: _____