

## W. L. Butler Construction, Inc. Billing Requirements

**\*Billing Format** – All billings must be submitted on the AIA billing forms G702 & G703 with a Conditional Waiver and Release on Progress Payment (Less 10% retention). All forms can be downloaded from the WLB website <http://www.wlbutler.com/subs>.

**\*Billing due Date** – All billings are due on the 25<sup>th</sup> of each month (if the 25<sup>th</sup> falls on a weekend or holiday we will extend the cutoff date to the next business day). Invoices must be submitted to [billings@wlbutler.com](mailto:billings@wlbutler.com) and include the job name in the subject line. If submitting multiple invoices please send a separate email for each job. If emailing in your invoice please DO NOT mail in a hard copy.

Emailed invoices sent to anyone other than [Billings@wlbutler.com](mailto:Billings@wlbutler.com) will not be considered received.

**\*Billing Address** – If you choose to submit hard copies please mail to:

**W. L. Butler Construction, Inc.**  
**5666 La Ribera Suite A**  
**Livermore, CA 94550**  
**Attn: Accounts Payable**

Please do not send invoices to the Irvine, Stockton or Redwood City offices, this will delay the processing of your invoice.

**\*Billing for Retention** – Once you have billed 100% of your contract you will be required to send in a separate retention billing. Please bill for the 10% retention with a Conditional Waiver and Release Upon Final Payment and Unconditional Waiver and Release Upon Final Payment from sub-subcontractors, material suppliers and equipment suppliers.

**\*Billing for Change Orders** – Please bill only for Approved CO's, if you include un-approved CO's in your billing it will be rejected, and your company will not be included in that months draw to the owner. This will delay your payment.

**\*Discount Program** – W. L. Butler Construction, Inc. offers a 3% discount for early payment. Discount checks are turned around within 15 days of the receipt of your invoice. You will be required to furnish Unconditional Waiver and Release Upon Progress Payment from your sub-subcontractors, material suppliers and equipment suppliers for the month paid by the 20<sup>th</sup> of the following month.

**\*Supplier Releases & Joint Checks** – Supplier releases will be requested via Email as soon as W. L. Butler Construction, Inc. receives payment from the owner. If the lien release provided is a Conditional, we will joint check your suppliers.

*Thank you! – The W.L. Butler Construction, Inc. Accounting Department*