



PAYMENT SCHEDULE 2016

Subcontractor check processing dates for 2016 are as follows:

INVOICE DEADLINE DATE	ESTIMATED CHECKS AVAILABLE DATE
December 22, 2015	January 11, 2016
January 5, 2016	January 19, 2016
January 19, 2016	February 2, 2016
February 2, 2016	February 16, 2016
February 16, 2016	March 1, 2016
March 1, 2016	March 15, 2016
March 15, 2016	March 29, 2016
March 29, 2016	April 12, 2016
April 12, 2016	April 26, 2016
April 26, 2016	May 10, 2016
May 10, 2016	May 24, 2016
May 24, 2016	June 7, 2016
June 7, 2016	June 21, 2016
June 21, 2016	July 5, 2016
July 5, 2016	July 19, 2016
July 19, 2016	August 2, 2016
August 2, 2016	August 16, 2016
August 16, 2016	August 30, 2016
August 30, 2016	September 13, 2016
September 13, 2016	September 27, 2016
September 27, 2016	October 11, 2016
October 11, 2016	October 25, 2016
October 25, 2016	November 8, 2016
November 8, 2016	November 22, 2016
November 22, 2016	December 6, 2016
December 6, 2016	December 20, 2016
December 20, 2016	January 2, 2017

Don't miss the deadline!

Your invoice will be processed in the **NEXT** pay period, if you miss the deadline, **NO EXCEPTIONS.**

1. Quotes must be on file in the office prior to work beginning. Payments will be held one (1) pay period if quote is not on file.

(continued on next page)



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2. All invoices must have a job address, a work order or purchase order number listed on them or they **WILL NOT BE PROCESSED**. Exceptions will not be made and JGDB is not responsible for tracking this information down. If the invoice is based off of Extra Work completed, please make note of it on the invoice.

3. All items listed will be checked and confirmed before any check will be issued:
 - Current Insurance certificates for Workers Compensation,
 - Current Insurance certificates for General Liability,
 - Current Contractors License,
 - All prior Lien Waivers are signed and on file,
 - All Parking Notices are signed and on file,
 - All Contracts are signed and on file,
 - Current Subcontractor Agreements and W-9 are signed and on file.

4. All invoices that are 60 days or older will not be paid. Please make sure that you send all pending invoices into our office on a timely matter.

5. Joint Check Agreements are required if Preliminary Notice has been filed by your material provider.
NO EXCEPTIONS.

6. All required deposits paid will be on an Amex Card or Visa Card on the payment schedule date.
NO EXCEPTIONS.

Thank you for your cooperation in expediting your payment.

Jaffa Group Design/Build