



Dear Subcontractor:

The following is a list of various requirements by Bette & Cring that will allow your contract, once signed by both parties, to go smoothly and not cause any delay in payment:

1. **Payment Requirements** *(Page 2 of 7)*
2. **Insurance Information** (Exhibit 5 will be in the Subcontract) *(Page 4 of 7)*
3. **Explanation of Change Orders and Certificates of Insurance** *(Page 5 of 7)*
4. **Explanation for filling out Payment Requisitions** *(Page 6 of 7)*
5. **Joint Check Information** (Attachment) *(Page 7 of 7)*

Please review the enclosed copies of the requirements very carefully.

Please note that we would like all subcontractor paperwork emailed to subs@bettecring.com as originals are no longer required for the payment requisitions or waivers. As for your certificate of insurance, please have them emailed directly from your agent. Subcontractors that are new to working with our company must email into the address above a copy of their W-9 for our records.

If you have any questions, please contact our Bette & Cring Contract Administrator, Mary Reilly at (518) 213-1010.

Sincerely,

BETTE & CRING, LLC

Mary Reilly

Contract Administrator

1- PAYMENT REQUIREMENTS

To: **All Subcontractors**

Subject: **Requirements for Payments**

The policy of this company in regard to payment is as follows:

1. Prior to commencement of work, the contract must be, reviewed, signed and returned.
2. As soon as an agreement is in place, you need to contact your insurance company and have your certificate of insurance sent in via email directly from your insurance company. **There must be a Certificate of Insurance for each job that you have with Bette & Cring. This MUST be received prior to commencement of any work.**
3. Bette & Cring requires you to use **our payment requisition forms and waivers**. These are to be submitted in conjunction with any other agreed upon format. Please have both your requisitions and waivers **Signed, Notarized** and emailed so subs@bettecring.com **after our Project Manager has approved the pencil copy**. All of our forms are available on our website BetteCring.com, you need to click the Subcontractors tab and then click the "Work with Us" tab.
 - a. Subcontractor must sign an interim waiver of lien form each time the Subcontractor receives payment from Bette & Cring. This interim waiver must be on file **prior to release** of Subcontractors next payment.
 - b. If requested by Bette & Cring, as a condition to making an interim payment to the Subcontractor, the Subcontractor shall obtain, and deliver to Bette & Cring, interim waivers from the Subcontractors' sub-contractors and materialmen in a form prepared by Bette & Cring. In addition, for union subcontractors, if requested by Bette & Cring, as a condition to making an interim payment to the Subcontractor, the Subcontractor shall obtain, and deliver to Bette & Cring, affidavits acknowledging receipt of all fringe benefits payments due for the period from any or all trustees of union fringe benefit funds.

- c. Subcontractor shall sign a final release and waiver of lien and claims form **before** being entitled to final payment. If requested by Bette & Cring, as a condition to making a final payment to the Subcontractor, the Subcontractor shall obtain, and deliver to Bette & Cring, final waivers from the Subcontractors' sub-subcontractors and materialmen in a form prepared by Bette and Cring. In addition, for union subcontractors, if requested by Bette & Cring, as a condition to making a final payment to the Subcontractor, the Subcontractor shall obtain, and deliver to Bette & Cring, affidavits acknowledging receipt of payments of all fringe benefits due on the project from any or all trustees of union fringe benefit funds.

4. When you are billing for contract work it will needs to be fully completed and accepted by the Bette & Cring Project Manager. If you request more the requisition will be corrected and a copy will be returned for your records and adjustments thereof.

Your cooperation in completing and returning this required paperwork will assist in expediting your payments. If you have any questions regarding this matter, please do not hesitate to contact the Project Manager. We look forward to a harmonious working relationship.



2 - INSURANCE INFORMATION

EXHIBIT 5

(INSURANCE CERTIFICATE)

BUILDING – ALL OTHER SCOPE OF WORK



3 - EXPLANATION OF CHANGE ORDERS/CERTIFICATE OF INSURANCE

To: **All Subcontractors**

Subject: **Change Orders/Certificate of Insurance**

In order to eliminate any confusion that may develop, an explanation of the company's policy on Change Orders and Certificate of Insurance follows.

CHANGE ORDERS

For any extra work performed by a Subcontractor, our B&C Project Manager must issue a change order. Both Bette & Cring's Project Manager and the subcontractor **must sign** change orders. Your submission of an invoice for an extra only alerts the Project Manager of a **possible change order**. Change Order requests, will merely be treated as a request and not as a normal requisition and/or billing.

After our change order has been approved and signed by both parties, providing the work has been satisfactorily completed, you can submit for it in your monthly requisition.

CERTIFICATES OF INSURANCE

Certificates of Insurance must be submitted for each job awarded and to remain in effect until that job has been completed.

This company will not accept any blanketed Certificates of Insurance.

Certificates of Insurance must be received prior to commencement of work.



4 - EXPLANATION FOR FILLING OUT PAYMENT REQUISITIONS

To: **All Subcontractors**

Subject: **Payment Requisition Forms**

Below are examples of Bette & Cring's Payment Requisition forms, which will help eliminate any problems as to filling the requisition out.

When filling out the online forms only fill in the highlighted areas

Contract Amount: **\$20,000**
 Approved Change Order: **0**
 Adjusted Contract Amount: \$20,000

Requisition #1	<i>Gross Amt. Submit to Date</i>	<i>Gross Amt. Prev. Submitted</i>	<i>Gross Amt. this Req.</i>
Cont. Wk. Perf.	\$10,000	-0-	\$10,000
Less 10% Ret.	1,000	-0-	1,000
Cont. Wk. Less Ret.	9,000	-0-	9,000
Less Prior Req.	-0-	XXXX	XXXX
Net Due	\$9,000	XXXX	\$9,000

Requisition #2	<i>Gross Amt. Submit to Date</i>	<i>Gross Amt. Prev. Submitted</i>	<i>Gross Amt. this Req.</i>
Cont. Wk. Perf.	\$30,000	\$10,000	\$20,000
Less 10% Ret.	3,000	1,000	2,000
Cont. Wk. Less Ret.	27,000	9,000	18,000
Less Prior Req.	9,000	XXXXX	XXXXX
Net Due	18,000	XXXXX	18,000

Retainage Billing	<i>Gross Amt. Submit to Date</i>	<i>Gross Amt. Prev. Submitted</i>	<i>Gross Amt. this Req.</i>
Cont. Wk. Perf.	\$30,000	\$30,000	-0-
Less 0% Ret.	-0-	3,000	3,000
Cont. Wk. Less Ret.	30,000	27,000	3,000
Less Prior Req.	27,000	XXXXX	XXXXX
Net Due	3,000	XXXXX	3,000

If you only complete the highlighted portions of each form the rest will autofill. The above will give you a good idea how our payment requisition works. There may be a different problem arising from time to time, but we will handle them on a one-on-one basis.

5 - JOINT CHECK INFORMATION

If a joint check agreement is required and/or needed for the contracted project you are working with us on, the following is required:

1. Request a Bette & Cring *Joint Check Agreement* from the Project Manager.
2. Fill out entirely as both of you, Subcontractor and Material Supplier, must sign and date.
3. The fully executed agreement must be returned to Bette & Cring's Project manager to initial the agreement before it is valid.
4. The dollar amount of material is to be fixed. If not, it is requested a not-to-exceed figure be noted stated NTE.
5. When submitting for payment for the joint check agreement, you always have to attach copies of the suppliers' invoices that support the dollar amount requested to the Bette & Cring Payment Requisition Form. Please call the accounting department prior to your billing and we can explain the procedure on a one-on-one basis.

