



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

## **Instructions for Payment**

Please use the following as a guideline to receive payment in the most efficient and timely manner possible.

1. Ensure ZCI has received your **executed subcontract** including all items requested and outlined on the **contract coversheet**.
2. ZCI must have your **current insurance certificate** which specifies the project, project location, and names the property owner and ZCI as additional insured (or as outlined per the contract).
3. ZCI must have your **W9 form**.
4. You must send your **requisition to us by the date specified** in your contract.
5. ZCI must have a **complete list of all of your material suppliers and or sub-subcontractors** to be utilized on this project, along with your estimated costs for each.
6. If you are billing for stored materials, you must include with your requisition the **location of the materials, pictures, and insurance certificates for stored material**.
7. ZCI must have your **supplier and sub-subcontractor lien waivers** after each requisition for payment is made to you. Please note that the first payment is made to you prior to receipt of any waivers. Conversely, final lien waivers must be submitted to ZCI prior to approval of any and all final payments. These waivers need to be filled out by *your supplier or sub-subcontractor* directly, *not* by yourself.
8. **Receive payment**. Payment can be picked up at our office or mailed if all of above items have been complied with.

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