

### TO ALL VERIFIED SUBCONTRACTORS:

Effective July 1, 2017 we have implemented a solid and professional procedure for processing all payments to Subcontractors. This procedure has been put in place in order to make it easier on all of us involved, by clearly stating the information required and the payment processing dates. It applies to every Subcontractor we hire – no exceptions made.

All Subcontractors Invoices must be submitted in writing, and include all of the items as shown on the examples and include the details listed below:

- Invoice date – this is the date you are creating the invoice & submitting for payment.
- Invoice number – this applies only if your company assigns invoice numbers.
- Job Name – all invoices should list our Customer's name. (Please list only one Customer per invoice).
- Job Address – all invoices should list our Customer's address.
- All Pro Purchase Order # - the PO# that we send you should be shown on your invoice.
- Description of work performed - this should include brief details of work performed.
- Completion Date – all invoices should indicate the date work was completed.
- Total amount due – this should match the Purchase Order amount.
  - Total amount due for change orders/additional work items can be combined on one separate invoice and totalled.
- Invoices can be sent via standard mail or email to: [accounting@allprobuildersinc.com](mailto:accounting@allprobuildersinc.com)

Invoices are processed and **paid twice per month**, and payments will be made only after our Project Manager has field verified satisfactory completion of all work the Subcontractor was hired to perform.

- Invoices received prior to the 10th of the month will be issued on the 15<sup>th</sup>
- Invoices received prior to the 25th of the month will be issued on the 30<sup>th</sup>
- Change order invoices will only be paid if we have received payment from the customer for the additional work performed.

If you have any questions or need clarification on the above procedure, please do not hesitate to contact me and let me know.

Additionally, if you are not already set up and actively using **Buildertrend** – our project management system – we strongly urge you to do so. It is our main source of daily communication regarding all things relative to every project. It is very user friendly and you can even download the app to your smartphone.

Thank you for your understanding & cooperation regarding our procedures—efficiency & professionalism are important goals for us. Thank you also for the work you do on each of our projects; teamwork is what we are all about and we're glad you are a part of our team!

**Accounting Department**

**ALL PRO BUILDERS, INC.**

1400 W. Commonwealth Ave.

Fullerton, CA 92833

714-255-0131 Tel

714-449-1519 Fax

www.allprobuildersinc.com

**Purchase Order**

DATE	P.O. NO.
7/1/17	1118

**Subcontractor / Vendor**

ABC Demolition Company

2345 Grand Ave.

Anaheim, CA 92805

**Customer Name / Address**

Lois Contino

1425 W. Fern Dr.

Fullerton, CA 92833

ITEM	DESCRIPTION	QTY	AMOUNT
Demo Wall	Demo wall as per plan and haul all trash from job to dump.	1	350.00
Demo Bathroom	Demo bathroom completely and haul all trash from job to dump.	1	800.00
<b>SAMPLE STANDARD PURCHASE ORDER [ IN QUICKBOOKS ]</b>			

Signature below indicates price listed has been agreed upon by both contractor &amp; subcontractor.

**Total****\$1,150.00**

Signature

Date



**HONESTY & INTEGRITY**  
— then. now. always.

# CHANGE ORDER

Print-date	7-6-2017
Change Order ID	1292543

1400 W. Commonwealth Ave.  
 Fullerton, CA 92833  
 Phone: 714-255-0131  
 Fax: 714-449-1519

**Owner Info**

Lois Contino  
 1425 W. Fern Dr.  
 Fullerton, CA 92833  
 Phone: 714-526-4124

**Job Info**

1425 W. Fern Dr.  
 Fullerton, CA 92833

## CHANGE ORDER

### Lois Contino

CO ID	Created / Approved Date	
1292543	7-1-2017	
<b>Description</b>		
Dig Trench Additional Work: Dig trench for electrical & plumbing required		
<b>Performing Sub(s)</b>		
ABC Demolition Company		
<b>Status</b>	<b>Signature</b>	<b>Date</b>
Approved by: _____		___/___/___
<b>Approval Comments</b>		

**Please Note:** A signature of Approval OR **Electronic Acceptance** is required before change order is effective. This change order becomes part of the existing contract.

**SAMPLE ADDITIONAL WORK PURCHASE ORDER  
 [ IN BUILDERTREND ]**

# ABC Demolition Company

2345 Grand Ave.  
 Anaheim, CA 92804  
 714-555-1212  
 john.doe@abcdemo.com

Invoice Date	7/11/17
Invoice #	2017-25
Job Name	Contino
Job Address	1425 W. Fern Dr. Fullerton
All Pro PO #	1118

**Description of Work Performed**

**Amount**

Demo wall as per plan and haul all trash from job to dump.	\$350.00
Demo bathroom completely and haul all trash from job to dump.	\$800.00
<b>Work Completed on: June 15, 2017</b>	
<b>Total Due</b>	<b>\$1,150.00</b>

**SAMPLE STANDARD INVOICE W/ INSTRUCTIONS BELOW**

**Invoice must be submitted in writing and include all of the items shown, details listed below:**

- Invoice date is the date you are submitting for payment.
- Invoice number applies only if your company assigns invoice numbers.
- Job Name should list our Customer's name. (Please list only one job per invoice).
- Job Address should list our Customer's address.
- All Pro Purchase Order # should be shown on your invoice.
- Description of work performed should be completed in detail.
- Date work was completed should be shown on your invoice.
- Total amount due should match the Purchase Order amount.
- If there was any Additional Work or Change Orders performed, those should be listed on a separate invoice.

***Invoices are processed and paid twice per month, and payments made only after Project Manager has field verified satisfactory completion of all work performed.***

Invoices received prior to the 10th of the month will be issued on the 15th  
 Invoices received prior to the 25th of the month will be issued on the 30th

