

# Billing Requirements

## Attn: Accounting Department

Please submit your billings per the below instructions. *(Fillable forms of our billing paperwork are also available for download on our website at [www.doerreconstruction.com](http://www.doerreconstruction.com) under the 'Subcontractor' tab.)*

- All billings are to be submitted on our Doerre Pay Application and must include a Schedule of Values and a Conditional Waiver Upon Partial Payment.
- Billings must be submitted no later than the 24<sup>th</sup> of the month, and may be submitted via email to [jill@doerreconstruction.com](mailto:jill@doerreconstruction.com)
- In order to process your billings, we must have a W-9 on file for your company, and a Certificate of Insurance per the requirements listed in your subcontract. The certificate should show Worker's Compensation and General Liability, with Doerre Construction Co., LLC listed as an 'Additional Insured' with regards to the General Liability policy.
- If your subcontract amount exceeds \$75,000 or if one of your suppliers files a Notice of Contract on the project, we will then require Conditional Progress Waivers from your suppliers prior to releasing your draw.

Please feel free to contact me with any questions regarding billing requirements or lien waivers.

Thank you,

Jill Hagler  
Accounting Assistant  
Doerre Construction Co., LLC  
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