

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 under the Subcontractor tab at the bottom of the website.*

- All billings must be submitted on our Doerre Billing Application and must include the Schedule of Values form fully completed along with your material supplier names.
- Billings must be submitted **no later than the 24th** of the month, and may be submitted via email to ashley@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 include your Worker's Compensation and General Liability limits and must list Doerre Construction Co., LLC as '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 job, we will 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,

Ashley Ellis
Accounting Assistant
Doerre Construction Co., LLC
ashley@doerreconstruction.com
(980) 335-1506 direct dial