



## SC BUILDERS, INC. SUBCONTRACTOR BILLING INSTRUCTIONS

The following items must be met or your billing will be returned and will not be processed until the next billing cycle:

- An SCBI Subcontractor Payment Application must be attached:
  - ▶ Please download the subcontractor payment application via our website.
  - ▶ The website address is [www.scbuildersinc.com](http://www.scbuildersinc.com)
  - ▶ Click on the Subcontractors Log In portal (bottom left corner)
  - ▶ The scbipayapp and conditional waivers are available for download
- Include an Invoice.
- Include a Schedule of Values (not required for all subs).
- Include a Conditional Waiver and Release upon Progress Payment.
- Return an Unconditional Waiver and Release upon Progress Payment from prior month's payment received (including tiered vendors).

### **Additional Information:**

- If you do not have Acrobat Reader, download a free version at: <http://get.adobe.com/reader/>
- The deadline for submitting progress billings is the 20th of the month. If billing is not received by the 20th, it will be processed in the next billing cycle, unless otherwise authorized by the Project Manager.
- You may only bill for Change Orders that have been approved of and issued by SC Builders prior to the current billing cycle.
- The payment application is not required for retention billings; a Conditional Waiver and Release upon Final Payment is required. All sub tier vendor Unconditional Releases must be submitted before final payment will be released.
- **Email billings to [ap@scbuildersinc.com](mailto:ap@scbuildersinc.com).**