



GETTING PAID FOR THE WORK YOU DO

Consigli recognizes the importance of paying subcontractors and material suppliers for the work they perform in a timely manner. Several times each month, we submit payments to the Owner for that same work plus the work performed by Consigli. In an effort to expedite this process, it is imperative that each subcontractor comply with the billing procedures set forth in the summary list below.

- [Submittal of a completed W-9 form prior to billing](#)
- [Submittal of a fully executed contract or material purchase agreement to the Project Manager \(prior to working on site\)](#)
- Submittal of a current Certificate of Insurance with proper coverage, limits, conditions and additional insures as required by the contract (prior to working on site)
- Submittal of a Subcontractor payment and performance bond (prior to working on site)
- Submittal of properly executed Requisition or Invoice by the 25th of each month to the Accounting Department (make sure to account for corrections/alterations made by Consigli in the previous month's billing - Billing for T&M and Change Order work prior to the issuance of a Consigli Change Order may result in delayed or adjusted payments)
- Upon receipt of partial/final lien release form, review, execute and submit back to the Accounting Department
- Submittal of all Certified Payroll reports to Accounting Department for work performed during the month in which you are seeking payment

Accounting Department Fax Number – 508.478.2250