

LAMAR CONSTRUCTION COMPANY PURCHASE ORDER INFORMATION & BILLING REQUIREMENTS

1) **PURCHASE ORDER- Will be Mailed to Subcontractor**

Purchase Order w/ Lamar Additional Terms & Conditions will be Enclosed
(2 Copies- One to be signed & returned by Subcontractor)

*****We Must Have the Signed Purchase Order on File with the Additional Terms and Conditions Attached- Otherwise, Your Payments May Be Held*****

2) **CHANGE ORDERS**

****Invoices that do not pertain to the Original Purchase Order or to an approved and written Change Order Will Not Be Accepted**. Please Do Not Bill Us For Any Extras That You Do Not Have a Written Change Order For****

3) **INVOICES**

*****We require all billings for PO Contract Amounts over \$3,000 to be submitted on AIA documents (Form 702 & 703). Along with a sworn statement and any waivers from suppliers/ subs from previous payments*****

****Invoices are due on the 20th of each month for work completed through the end of the month****

****The Job Number and Purchase Order Number Must be on Each Invoice****

4) **SUBCONTRACTOR SAFETY GUIDELINES**

****Review the Subcontractor Safety Guidelines, sign and return back page****

5) **INSURANCE CERTIFICATE**

****Send an updated Insurance Certificate if we do not have one on file****

6) **ELECTRONIC FILE SUBMISSION GUIDELINES**

****Important- Please Review Attached Enclosure****

Any questions, please contact Julia Enos - Accounting Dept.

E-mail: jenos@lamarconstruction.com

