



BILLING INFORMATION

PROGRESS BILLINGS:

- Submit your bill by the **20th of the month** projecting through the last day of the month.
- **Submit invoice** on the **AIA G702 & G703 Form or equivalent** provided with your Subcontract Agreement.
- **Include a Schedule of Values.** Be sure to withhold retention at 10%
- **Include** a completed signed **Conditional Waiver**
- **Stored materials** require the following documentation in order to approve payment:
 - 1) Inventory Manifest/Bill of Sale;
 - 2) Insurance Certificate for specified value of material and location;
 - 3) Photos with material clearly segregated and labeled with project and GCON's name on it.
- **E-mail invoices** to billings@gconinc.com. If you email or fax the invoice, it is not necessary to mail it. If you are only mailing it, it needs to be received by the 20th and should be mailed to: 1606 W Whispering Wind Dr, Phoenix, AZ 85085

RETENTION INVOICES:

- **Submit** your **Retention billing** when you are **complete** with your **work scope**. Retention shall be **billed separately** from your progress billing.
- **Submit invoice** on the **AIA G702 & G703 Form or equivalent** provided with Subcontract Agreement.
- **Include a Schedule of Values**
- **Include** a completed and signed **Conditional Final Waiver**
- **E-mail invoices** to billings@gconinc.com. If you email or fax the invoice, it is not necessary to mail it. If you are only mailing it, it needs to be received by the 20th and should be mailed to: 1606 W Whispering Wind Dr, Phoenix, AZ 85085

WHAT IS NEEDED TO RELEASE PAYMENT

- Signed Subcontract Agreement
- Insurance certificates (current) – See Exhibit E of your Subcontract Agreement for specifics.
- MCAQD Registration Certificate (current)
- Completed W-9
- Unconditional Waivers from Suppliers
- Warranty and Close Out Documents if the final payment

WHO TO CONTACT IF

- Laila Wood – 623-777-0519 – lailaw@gconmgmt.com – Subcontract Agreement, Insurance, MCAQD Registration, Closeouts or anything else relating to the construction of the project.
- Accounting: Tatjana Fosdick – 623-777-0508 – tatjanaf@gconmgmt.com; Sam Koslovich – 623-777-0518 – samk@gconmgmt.com; Veronica Galindo – 623-777-0509 – veronicag@gconmgmt.com

Following these guidelines will make the billing process go much smoother. If any changes are made to your invoice, a fax will be sent outlining the changes and any requirements above that are needed. If your bill has been changed and there is a discrepancy, contact the Project Manager.