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SUBCONTRACTOR RULES AND REGULATIONS

In order to work with Danto Builders, LLC as a subcontractor, the following rules and regulations must be followed. The purpose of these rules and regulations are to keep us all organized and operating smoothly.

Written Contracts and Change Orders

1. All work to be subcontracted must be submitted in a written contract and approved by a superintendent and/or project manager before work may commence. Contracts greater than \$500 must be approved by the president.
2. AIA contracts or other approved contracts by president are to be used.
3. Written change orders for any change in scope of work must be submitted and approved by a superintendent and / or project manager before work may commence. Change orders greater than \$500 must be approved by the president.

Invoices and Payments

1. Written contracts and/or change orders are required for payment on any work.
2. Invoices must be submitted by 5 p.m. on Wednesday in order to be paid by the next week on Friday contingent on client's payments and/or AIA terms. AIA payment terms supersede all other payment terms.
3. Invoice terms must coincide with contract terms.
4. Invoices must follow approval procedures. Invoices greater than \$1,000 must be approved by the president.
5. Warranty information must be submitted before final payment.
6. Back charges will be deducted from final payment.
7. General liability and worker's compensation (or exemption with proof of owners) must be current.
8. Sub tier contractor and supplier lien waivers must be submitted with invoices.

I have read and agree to the above terms.

Print Name (Owner)

Company Name of Subcontractor

Sign Name (Owner)

Important: This form does not constitute a contract.