



JR STRUCTURES

CUSTOM BUILDERS

Dear Vendor Partner,

We are excited to welcome you as a new vendor to JR Structures. We have enjoyed many longstanding vendor relationships throughout our years in business, some in excess of 18 years. This letter is to assist you in understanding our company's policies and procedures for timely payment of your invoices.

Vendor Setup Requirements:

To be setup as a new vendor we need a W-9 and insurance information as outlined below:

W-9 Form – Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file. Under Federal Regulation 1.6401, you are required to provide us with this information on the attached W-9 form. The IRS may impose a \$50.00 penalty and all payments we make to your company could be subject to a 30% backup withholding if you fail to provide us with this information as outlined in IRS Section 6723. We will not have to file a 1099 MISC form if you are a Corporation, Tax-Exempt Organization, Government Agency or other exempt payee. Please indicate on the attached W-9 form what kind of payee you are and sign where indicated.

General Liability Insurance – Insurance requirements must be in accordance with Exhibit A. We require that you carry minimum \$300,000 of General Liability insurance coverage. In addition, JR Structures must be listed as an additional insured.

Workers' Compensation Insurance – Insurance requirements must be in accordance with Exhibit A. We require that you carry minimum \$100,000 of Workers' Compensation insurance coverage or a Certificate of Election to be exempt. Please note: if you employ one (1) or more employees you must obtain Workers' Compensation coverage as required by the Florida State Workers' Compensation States Chapter 440.

The certificate holder should read as follows:

JR Structures, LLC
15955 N. Florida Ave.
Lutz, FL 33549

Unfortunately, no invoices will be paid to vendors who have not provided us with the proper insurance information.

Invoice Payment Procedures:

JR Structures has a paid payment procedure, meaning when funds are received from the client or the lender, we in turn promptly remit funds to our vendors. Please follow the guidelines below:

In an effort to create an environmentally friendly environment, JR Structures only accepts invoicing in a digital, Adobe pdf format. JR Structures had created an centralized email address for your invoices.

Please email your invoice(s) to: invoice@jrstructurestampa.com.

If you have multiple invoices, each must be attached as separate files rather than combined together in one file. Upon receipt by JR Structures, you will receive a reply acknowledging receipt of you email. If you do not receive an email back from us acknowledging receipt, then that means your email was not received by us. You must resubmit. Very important. DO NOT email invoices to a Project Manager, Project Administrator or mail an original invoice via US Postal Service.

Invoices must include line item billing. Each progress billing shall represent the percentage completion of each portion of work.

Invoices must reflect work completed as of the issue date of your invoice. No invoices will be paid for work that is not performed no for materials that are not in place on the jobsite as of the date of you invoice. Specifically, no invoices for future projected work or materials will be accepted.

Invoices must have a **unique** internal invoice number assigned by your Company. Duplicate invoices must retain the same invoice number.

Invoices must have the address that the scope of work was performed or material was delivered.

JR Structures must receive invoices within 45 days of completion of the Work.

All information as described above must be submitted before checks will be released. Otherwise, checks will be held until the proper paperwork is received.

Lien Releases:

A notarized lien release (partial or final) is required from you and all your supplies who furnished labor and/or materials on the job that payment is being made for, regardless of whether a Notice to Owner was filed or not. All lien releases must be signed by and office or the respective entity. Additional details for lien releases required by you and your suppliers are as follows:

All partial and Final lien releases must be **unconditional** and on a JR Structures form including all suppliers. See Exhibits B and C for further information. If an unconditional lien release cannot be provided, joint checks will be issued.

All partial unconditional lien releases must reflect there through date for which is being made. Final lien release provided by you must reflect the total amount of payments made by JR Structures for your contract.

Final lien release provided by your suppliers must reflect total payments made by you and to your suppliers. No partial or final lien releases with \$0.00 or \$10.00 amounts will be accepted unless no work has started.

At times our clients may require lien releases that differ from those described above. If so, they will be furnished to you prior to your first payment. No checks will be released without the required lien release forms as detail above in Exhibits B and C.

Closeout Requirements:

If your scope of work requires deviations/adjustments from the approved set of permit drawings. Marked up as-built drawings as well as all operation and maintenance manuals for equipment must be submitted to JR Structures LLC within 14 days of substantially completing the work. If a Test & Balance Report was required by the mechanicals subcontractor, we will require two (2) signed and sealed copies. If no deviation/modifications were required in the field, the vendor must send a written letter to JR Structures LLC stating that the current permit drawings reflect the as-built conditions of the completed scope of work.

Upon final payment, a warranty letter will be required in compliance with the Subcontractor Order issued. Unfortunately, final payment cannot be release until all closeout items are received.

Welcome to the JR Structures LLC vendor family. We look forward to working with you. Please feel free to contact me at (813) 310-0585 with any questions you may have.

Sincerely,

Jeff Darrey