



## SUBCONTRACTOR **30-DAY** PAYMENT PROCEDURE

All subcontractors and suppliers will be paid most quickly by following the steps below.

1. **Ensure Your Work Is Complete.** The Precipice Properties Group ("PPG") project manager must indicate in our construction management software that your Work is complete.
2. **Print and Sign Our Purchase Order.** Before you began your Work, you received a Purchase Order ("PO") from us by email. Print and Sign this PO. Be sure to print your name legibly below your signature and put the date next to your name.
3. **Print and Sign Our Lien Waiver.** PPG has a lien waiver form that you must sign and date. Be sure to print your name legibly in the space provided on the form.
4. **Email the Signed PO and Lien Waiver.** Scan the signed PO and signed lien waiver and email both to [invoices@precipiceproperties.com](mailto:invoices@precipiceproperties.com). Be sure to type the email address correctly.

That's all you have to do. Your payment will be sent **within 30 days** after PPG receives the signed PO and lien waiver. So, send these two documents as soon as you confirm with PPG's project manager that your work is complete. We pay by check, and mailing may take 3-5 postal days (Monday to Saturday).

Payment will be slower if you do any of the following:

1. **Submit an Invoice on Your Own Form.** The PPG payment system is designed to use our PO as your invoice. If you use any other form of invoice, payment to you could be slower.
2. **Delay Submitting the Signed PO and Lien Waiver.** We require 30 days to pay you from the date we receive your signed PO and lien waiver. The longer you delay then the longer you will wait for payment.
3. **You Fail to Ensure That PPG's Project Manager Has Marked Your Work Complete in Our Software System.** When you believe you have completed your work, ask PPG's project manager to inspect your work and mark it complete in our software system.
4. **You Fail to Complete Your Work.** If PPG's project manager does not believe your work is completed properly, you will not be paid.

How to Inquire About Payment

1. **If You Have Not Received a Check Within 35 Days of the Date You Emailed Your Signed PO and Lien Waiver to PPG,** send an email to [invoices@precipiceproperties.com](mailto:invoices@precipiceproperties.com) with the subject "Payment Inquiry". **Do not contact the project manager.** She or he cannot help you yet. In the body of the email, put

- The name of your business;
- The PO number for the payment about which you are asking;
- The date you emailed the signed PO and signed lien waiver to PPG.

We will respond to your inquiry within 2 business days (Monday to Friday).

2. **If You Sent an Email Inquiry As Instructed Above and Do Not Receive a Response within Two Business Days,** contact the PPG project manager by email or text message (not by voice) so that you and PPG have a written record of your contact to the project manager. Be sure to send to the project manager a copy of the email you sent to [invoices@precipiceproperties.com](mailto:invoices@precipiceproperties.com) with the subject "Payment Inquiry".