

Iron Construction, Inc, Accounting Procedures

In an effort to streamline our accounting procedures, Iron Construction, Inc is implementing the following invoicing procedure.

Payment Applications and all required documentation are to be submitted to Iron Construction, Inc. as requested each month for submission to the owner for payment. Email all invoices to sm.invoices@ironconstruction.com

In the event Payment Application and all required documentation are not submitted as requested, they will be returned with an NCI letter.

The following documents are required for processing payment:

- Payment Application
 - Dated through last day of the month
 - Include invoice and possible SOV as requested.
 - Indicate if 2nd or 3rd tier have performed work included in THIS invoice
- Lien Releases attached to the payment application
 - Lien Release from any Sub- Contractor Subs or Material Suppliers
 - Provide lien release from 2nd or 3rd tier.
- Percentage complete must be approved by Iron Construction, Inc. Project Manager.

Before payment can be made, the following documents must be in-house and executed:

- Fully Executed Contract
 - Sent to Project Assistant who submitted document
- Current Insurance Certificates
 - Sent to SM.Insurances@ironconstruction.com

Before invoicing for approved changes only, the following documents must be in-house and executed:

- Fully Executed Change Order
 - Sent to Project Assistant who submitted document

Unconditionals must be returned to the following email within 2 weeks of payments. Failure to email lien release will result in delay of payment.

- Email unconditional releases to sm.releases@ironconstruction.com
 - Subject line should have the Iron job number associated with the lien release. (Only one lien release per job per email)

Before final payment can be issued, the following documentation is required in addition to the ones previously mentioned.

- Warranty Letters
- As-Built Drawings, OEM's

Requests for payments can be made by emailing sm.payables@ironconstruction.com