

## Standard Master Service Agreement

### "Appendix D - Contractor Invoicing Requirements"

#### JOB INVOICING

- There is a 5% factoring fee on all invoices.
- The factoring fee deduction must be listed on each invoice.
- All discount jobs are 15% less than the standard contractor rates; this 15% is across the board in effort to successfully win the work. These jobs and pricing will be reflected on the SOW.
- When a job is assigned, you will receive a SOW by email that will require your electronic signature.
- The SOW will also show the rates for the accepted job.
- The signed SOW is not your approval to start work. You are not allowed to start a job without the construction manager's approval.

#### Invoice & As-built Map Requirements

- See as-built map examples section of this document for acceptable methods. These methods will be mandatory to submit a payment request for completed work. "The work is not completed and QC will not start until the correct as-built or splicing documentation has been submitted with your invoice."
- It is required that you invoice weekly for completed work. If you submit an invoice at the end of a job that is for multiple weeks of work, it will be rejected, and you will be asked to split into weekly invoices. QC will not start until the invoice has been revised and properly resubmitted. This applies to all invoices.
- Once your invoice has been received it MUST be QC'd and approved by the Construction Manager and Project Manager before invoice can be processed for payment.
- Once your invoice(s) have been QC'd and approved by payment by the Construction Manager and Customer, said payment will be scheduled from this approval date.

#### Example:

1. Invoice and documentation is received from contractor.
2. Invoice is sent to construction manager for QC.
3. Construction manager QC's and returns to contractor for corrections or approves and returns to OSP accounting for payment.
4. Once OSP accounting receives the approval from the construction manager and the Customer, the payment will be scheduled based on the date that OSP accounting received the approval from both parties.

- Billable footages must match design map footages. If a footage is not correct, then said footage must have a line drawn through the printed footage and the correct footage noted (construction manager must verify and approve any changes).
- Total invoice footages must be totaled by the map page and printed on map to match the invoice.