

## Standard Master Service Agreement

### Appendix D - Contractor Invoicing Requirements

#### JOB INVOICING

- A 5% processing fee will be deducted from all contractor invoices. Contractors must reflect this deduction on each invoice at the time of submission.
- All discount jobs are 15% less than the standard contractor rates; this 15% is across the board in an effort to successfully attain the work. These jobs and pricing will be reflected on the SOW when applicable.
- When a job is assigned, you will receive an 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 the as-built map examples in Appendix C for acceptable methods. These methods will be mandatory to submit a payment request for completed work.
- Invoices submitted without all required supporting documentation will be considered incomplete and will not be accepted for QC review or payment processing.
  - Required documentation includes, but is not limited to, as-built map documentation, splicing documentation (including fiber workbooks), OTDR documentation, pictures, test results, and any other project-specific documentation required by OSP Technologies, the customer, or the applicable SOW.
  - QC review and payment processing timelines will begin only after all required documentation has been received.
- 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 it into weekly invoices. QC will not start until the invoice has been revised and correctly resubmitted. This applies to all invoices.
- Once your invoice has been received, it MUST be QC'd and approved by the Construction Manager and Client Project Manager before the invoice can be processed for payment.
- Once your invoice(s) have been QC'd and approved for payment by the Construction Manager and Client, said payment will be scheduled from this approval date.

## **Documentation Required:**

All invoices must include the required supporting documentation for each job type. If you have any questions, contact the construction manager for your job.

### **Types of Documentation:**

As-Built Maps  
Pictures  
Fiber Documentation (see required format)  
Light Levels  
End of Lines (EOL)  
OTDR

### **Sample Process:**

1. Invoice and documentation are received from the contractor.
  - a. Billable footage must match the design map footage. If the footage is not correct, then said footage must have a line drawn through the printed footage and the correct footage noted
  - b. All invoice footages must be totaled from the As-Built. Footage should be displayed on the map to match the invoice when submitting your payment documentation.
  - c. The Construction Manager must verify and approve any changes to the SOW in advance. Changes made without prior approval will not be paid.
2. Invoice is sent to the construction manager for QC.
3. Construction manager QCs and returns to the contractor for corrections or approves and sends to OSP accounting for payment.
4. Once OSP accounting receives the approval from the construction manager, it will submit for Client approval. Once final approval is received, the payment will be scheduled based on the date that OSP accounting received the approval from both parties.

### **Invoice Processing:**

- Payment timing is estimated and, while the Company intends to remit payment within thirty (30) days following receipt of client approval, no specific payment date is guaranteed.
- Company will not be responsible to pay the Contractor until paid by the client and/or Primary Provider