



Eric W. Jones, Inc.

Post Office Box 363 • Pfafftown, NC 27040-0363
www.ericwjones.com • ericwjonesinc@gmail.com
Phone: (336) 924-0207 • Fax: (336) 924-0208

Payment Procedures Effective 09/01/07

The following is a list of items needed by us in order to process your payment. There have been a few Subcontractors that have forced us to start doing this. We apologize for any inconvenience this may cause.

- Trade Contractor / Supplier Information Form
- W-9 completed and signed (*This is a one time thing*)
- For any Sub doing labor on a Eric W. Jones, Inc. job site, including soil testers, **Proof of Insurance showing Eric W. Jones, Inc. as the certificate holder and additional insured for General Liability and Workers Compensation must be provided.** Please note that even if your state does not require some types of insurance the fact of the matter is that Eric W. Jones, Inc. does require their subs to have both General Liability and Workers Compensation, and possibly even Professional Liability Insurance. (*The insurance must be valid and concurrent to the work being done on the job.*)
- (For Architects, Engineers, and Surveyors **ONLY**) In addition to Proof of Insurance showing Eric W. Jones, Inc. as the certificate holder and additional insured for General Liability and Workers Compensation you must also have Professional Liability Insurance. (*The insurance must be valid and concurrent to the work being done on the job.*)
- When required a Payment Application/Invoice must be submitted on an Eric W. Jones, Inc. Payment Application form. (*The form must be completed in its entirety and both signed and witnessed at the bottom.*) (*It is suggested that when you bill out at 100% of the contract that you submit a separate final Payment Application for retainage at the same time.*) (*Optional: A copy of your company invoice may be attached or referenced on the Payment Application below the Pay Request number line. Your invoice number will be referenced on the check.*) (*This is only required when requested by the bank and/or owner.*) If you hand write your estimates and invoices then you need to fill out a Payment Application. We will not accept invoices or estimates on hand written forms unless they are pre-printed with your company name and address on them. A payment application can be downloaded at www.ericwjones.com or one can be sent to you in the mail.
- Your contract must be signed, dated and returned to our company. (*If there is a change order then each and every change order is to be signed and returned also.*) We will not sign Subcontractor's Contracts; Subcontractors will sign our Subcontractor Agreements and Contracts. Eric W. Jones, Inc. is the licensed general contractor with a signed written contract between us and the buyer. This is the only contract we sign. No exceptions. There are instances when we will not require a contract.
- Lien Waiver May Be Required. (*Some jobs will require a lien waiver for each partial payment and final payment. A Partial Lien Waiver form will be required for draw requests and a Final Lien Waiver form will be required for final payment. Both forms must be signed and in our office prior to the check being released.*) (*This is only required when requested by the bank and/or owner.*)
- We will not give deposits or down payments anymore to a Subcontractor for materials or labor. If you need money to get started on one of our jobs then you do not need to be working for Eric W. Jones, Inc. We pay with funds from draw requests we receive from our customers and/or banks. We will not pay with funds received from another job to pre-pay you for the one you are about to start working on.