



BILLING AT A GLANCE - MONTHLY BILLING CHECKLIST:

Please see attached GCON Billing Requirements and Procedures for more detailed information.

By following the outline below your billing is guaranteed to be processed in accordance with contract payment terms and Arizona Prompt Pay Laws.

PROGRESS BILLINGS

- Submit your bill by the **20th of the month** projected through the *last* day of the month.
- **Submit billing** on the **GCON Form** provided with Subcontract Agreement. Additional copies can be downloaded from our website at www.gconinc.com under the supplier tab.
- **Include a Schedule of Values.** Be sure to withhold retention at 10%
- **Include** a signed **Conditional Progress Waiver**
- **EMAIL INVOICE TO billings@gconinc.com** – do not email them to the Project Manager! If you e-mail the invoice, it is *not* necessary to mail it. If you are only mailing it, it needs to be received by the 20th and should be mailed to 1606 W. Whispering Wind Dr., Phoenix, AZ 85085

RETENTION INVOICES

- **Submit your Retention billing** when you are **completed** with your **work scope**. Retention shall be **billed separately** from your contracted price. This will be billed to the owner when entire job is substantially complete.
- **Submit billing** on the **GCON Form** provided with Subcontract Agreement (Enter retention amount of \$0 on final bill to calculate amount due properly)
- **Include a Schedule of Values**
- **Include** a signed **Conditional Final Waiver**
- **EMAIL INVOICE TO billings@gconinc.com** – do not email them to the Project Manager! If you e-mail the invoice, it is not necessary to mail it. If you are only mailing it, it needs to be received by the 20th and should be mailed to 1606 W. Whispering Wind Dr., Phoenix, AZ 85085

WHAT IS NEEDED TO RELEASE PAYMENT

- Signed Subcontract Agreement
- Insurance certificates – See Exhibit E of your Subcontract Agreement for specifics.
- Completed W-9
- Current MCAQD Subcontractor Registration Cert
- Unconditional Waivers from you and your Suppliers - unconditional waivers are collected at the time payment is released - either via email or at the time of pick up
- Warranty and Close Out Documents (if the final payment)

WHO TO CONTACT IF

- Laila Wood – 623.777.0519 – lailaw@gconinc.com: Contracts, Insurance, Closeouts, Compliance
- Tatjana Fosdick – 623.777.0508 – tatjanaf@gconinc.com : Billing, 20-Day Notices, Payment
- Please refer to Exh. C of your contract for PM, Superintendent and PE contact information

Following these guidelines will make the billing process go much smoother. If any changes are made to your invoice, an e-mail will be sent outlining the changes and any requirements above that will be needed for release of payment when the job is funded. If your bill has been changed and there is a discrepancy, contact the Project Manager to resolve.