

Invoicing Instructions and Forms



Task Name		Status	Submission Guidelines	Comments
1	DOCUMENTS REQUIRED PRIOR TO DLBA APPROVAL AND RELEASE OF PAYMENT			Attach the requested document to each line item. If there is a link, please click the link and complete the form. Once the line item is completed flip the status to 'completed'
2	Attach Invoice	Not Started	Must be submitted with every draw request	Invoice must contain the following information: For total/final contract amount: 1)Amount due 2)Invoice Number 3)Invoice Date For partial contract amount: 1)Amount due (completed work only) 2)Invoice Number 3)Invoice Date
3	Complete Payment Request Form	Not Started	Must be submitted with every draw request	Must be submitted with every invoice. The amount on the form must be consistent with the invoice amount. Please use this form. https://app.smartsheet.com/b/form/7a7840f3580c4358a698b9fa380316b3
4	Complete/Attach Contractor/Subcontractor Award Form	Not Started	Must be submitted with every draw request	Must be submitted with every invoice. Please use the form below. If additional space is needed, please use the attached spreadsheet. https://app.smartsheet.com/b/form/91ddc65a1fc54fc49375a4d244c35385
5	Attach Sworn Statement	Not Started	Must be submitted with every draw request	Please use the attached form. 1)Must be submitted with each invoice. 2)List all suppliers and subcontractors covering all labor and materials, including work performed by General Contractor's own company. 3)Show exact dollar amount paid or due to suppliers, subcontractors and work performed by the General Contractor. 4)The General Contractors General Requirements, Overhead and Profit will be shown as individual line items. The amount requested must be proportional to the percentage of hard construction completed. 5)Signed, dated and notarized. 6)The amount listed in the "Total Contract Price" column must be the same as the amounts shown on the approved Trade Payment Breakdown (TPB). To change line item values requires an approved Change Order and a revised TPB.
6	Attach all Permits to the Phase Tracker	Not Started	Must be completed for every draw request	1)A copy of the Electrical Permit, Plumbing Permit and Heating Permit are required on the initial draw of those particular line items. 2)Rough and field approvals are required for partial payments. 3)Certificate of Acceptance issued by Buildings & Safety Engineering Department is required to "zero" out a permitted line item. 4)Certificate of Approval for the Pre-Sale Inspection is required before the Final Invoice can be submitted for payment.
7	Attach the applicable Waiver of Lien	Not Started	Must be completed immediately after receipt of every payment	Please use the form attached 1)After the initial draw (Draw #1), an Unconditional Waiver of Lien (Partial or Full) must be submitted from the General Contractor and all subcontractors and suppliers listed on the Sworn Statement as evidence of payment for the preceding draw. For example: Draw #2 will include waivers from those listed for payment on Draw #1. 2)Partial Unconditional Waivers of Lien must include the dollar amount being waived and the date. This waiver is needed from the General Contractor and every Subcontractor that has performed work as of the date indicated on this waiver form. 3)Full Unconditional Waivers of Lien is required if the contractor is requesting final payment and no previous draw requests were submitted. This waiver is needed from the General Contractor and every Subcontractor
8	Asbestos Notification Letter	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice. There is a blank notification form attached.
9	Lead Notification Letter	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice. There is a blank notification form attached.
10	Warranty Letter and Itemized List of Items Covered	Not Started	Must be submitted with the final draw request	Please utilize the attached template 1)Attach the final version of the Scope of Work
11	Manufacture Warranty Packets (Windows, Furnace, Water Heater, Dehumidifier, and Range Hood)	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice.
12	Turn-over all keys to DLBA	Not Started	Must be submitted with the final draw request	Must be completed prior to submittal of final payment invoice.
13	Lead Clearance Test Results	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice.

