

Exhibit G - Subcontractor Submission of Pay Requests Packet

Subcontractor hereby accepts the terms of the attached subcontract subject to Contractor's agreement with the terms set forth in this Exhibit G:

Subcontractor Submission of Pay Requests:

Before your first pay application is honored, you must have it in our office:

- The current Certificate of Insurance that includes a minimum of General Liability C Workers Compensation, namely STGO Pro4mance, LLC, as the certificate holder, is additionally insured under C.
- A company W9
- A signed contract

Time Submission:

- All invoices must be received by ap@stgopro4mance.com by or before the 20th of the month (unless otherwise noted in a specific contract) as a PDF file attachment in order for STGO Pro4mance LLC to bill the owners at the end of the month. The 20th is a firm date; weekends and C holidays will not extend this date.

Standard Monthly Pay Application:

- If you receive a contract on a project, a progressive billing invoice is required, like the AIA invoice G702/G703 or STGO's template M702/M703.
- 10% retention will be withheld unless otherwise noted.
- A retainage invoice is not required, but if you do want to invoice retainage (or retainage reduction), it must be requested on a separate invoice, not combined with any other pay request.
- A sample pdf of the M702 & M703 is attached for review. An Excel version is available on our website.

Increase or Decrease your Contract Amount on the Pay Application:

- A Change Order must be issued C signed by all parties to change your Contract Amount.
- Do not add amounts without a Change Order; your Pay Application may be adjusted or rejected without notice.
- Contact the Project Manager regarding the timely execution or rejection of your Change Order request. All changes or requests need to be made C handled before the 20th deadline.

Stored Materials:

- **When billing stored materials, your invoice must include picture(s) of stored materials and a Certificate of Insurance for stored materials stating their location.**

Lien Waivers:

- All invoices must include a signed C notarized conditional lien waiver C received by the 20th.
- An unconditional lien waiver will be sent to you when payment is ready to be released, it must be returned signed C notarized prior to payment being mailed or picked up.
- Some projects have special lien waivers that are requested by the project owners. The project specialist will provide you with those forms if needed. Keep in mind, we cannot bill the owner without the requested forms.

TCM Work Only:

- If work is requested, C performed post-billing contract in full or on a TCM basis:
- Invoice on your company invoice form.
- Include a breakdown of material C labor.
- 10% retention will be withheld unless otherwise noted.

Final Payment (Retainage): Special Notes:

- All billing and payment inquiries need to be directed to Monica at monica.rodriguez@stgopro4mance.com
- The AP email address should only be used for sending your current invoices, lien waivers, Certificate of Insurance, C company W9. It is not monitored for questions, as **our accounting software only pulls attachments from that email address**. Do not send statements or old invoices to ap@stgopro4mance.com
- All subcontractor policies, requirements, and C forms will be located on our website at www.stgopro4mance.com under the Subcontractor Information tab.
- Unless otherwise noted, STGO Pro4mance, LLC. All bills are due by the last day of the month. For example, if a sub sends in a bill on 08-15-24, which is due by the 20th, it will be included in that month's bill to the owner. If AP does not receive your invoice and the necessary documents by 08-23-26, your scope of work will not be billed, which will delay your payment.
- Owners have 30-60 days to pay. Payment will be made to the subcontractor when the Contractor receives payment from the Owner for the Subcontractor's work.

Subcontractor Business Name: _____

Representative's Printed Name: _____ **Title:** _____

Representative's Signature: _____

Date of Acknowledgment: _____