

Contractors • Construction Managers • Design Builders

The Norwood Company

Subcontractor Forms Package



Dated 2/1/2013

Best of Class-Always!



TO: All Subcontractors

FROM: The Norwood Company

RE: Forms Package

The Norwood Company has issued this Forms Package for your use with your Norwood Contract. The forms are listed in the Table of Contents along with a description explaining when each form is to be used. Current versions of these forms will also be available on The Norwood Company's website, or www.norwoodco.com.

The forms have been left blank and you are required to insert your specific project information with each document submission to Norwood.

We value each and every one of our Subcontractors, Consultants and Suppliers so please read the notice on the following page for instructions to ensure prompt payment.



TO: All Subcontractors

FROM: The Norwood Company

In order to ensure timely payments, please be certain to follow the steps outlined below.

Prior to the start of your work:

- Send us your Certificate of Insurance with limits and additional insured as required per project.
- Sign, initial, and return the required Subcontract documents (MSSA, if applicable, and Project Subcontract).
- If required, send us your Payment and Performance Bonds.

In order to receive your progress payments:

- Submit a “pencil copy” of your invoice by the 20th of the month, projected to the end of the month unless the Prime Contract (Owner Agreement) specifies otherwise. Your invoice date will be the last day of the month.
- Submit a corrected, original, notarized invoice by the 25th of the month.
- Submit required partial release(s) of liens by the 25th of the month.
- Sign any change orders you have received and return them by the 25th of the month.
- Invoice for extra work only after you receive an executed/signed change order from Norwood.

In order to receive your final payment:

- Complete all punch lists.
- Submit all Project close-out documents, including but not limited to, warranties, operation and maintenance manuals and as-built drawings.
- Submit final invoice.
- Submit required final release of liens.

Should you have any questions, please contact us.