

BILLING INSTRUCTIONS

The following billing requirements apply to all subcontractors working on Skyline Builders LLC projects, pursuant to Article 2 of the [Skyline Builders LLC Subcontract Agreement](#), and shall apply to all other vendors as applicable.

Instructions to subcontractors and vendors: please use the following information as a resource to ensure you understand and comply with all invoicing deadlines, retention requirements, and required documentation (including lien waivers).

Requirement	Additional Information
Bills due by 25th of each month.	For bills received by the 25th of each month, payment will be sent by the 10th of the following month.
Submit invoices electronically.	Send invoices as a PDF attachment via email to skylinebuildersllc@bill.com .
Submit lien waivers & affidavits with each invoice.	Conditional lien waivers and affidavits are required to be submitted along with each invoice, on a Skyline Builders LLC form. The required forms, along with more detailed instructions, are available here .
Retainage <i>(for reference only)</i>	If required by the project owner and/or lender, Skyline Builders LLC will withhold a percentage of each payment until final completion of the project, at which time such retainage will be released.

For questions, contact Lauren Langston at lauren@skyline-co.com.