

CBCC Exhibit #2
Billing Requirements

- 1) Pay Applications need to go to Matt O'Donnell. His contact information is at the bottom of this email. Do not rely on our superintendents or project managers to forward your invoices to Matt. Also, we need all subs to bill on the attached form (or similar, like the AIA G706/707). Matt will reject the billings if they are not on this form.
- 2) Change Orders need to go to the project manager. Do not proceed with a change order unless you have written approval from the project manager.
- 3) Certificates of Insurance will be requested for each project you are on. Our insurance requirements are attached, please make sure that the job name and address are listed in the descriptions box and that Charles Blanchard Construction is listed as additional insured.
- 4) Please send a W9 to Matt O'Donnell along with your first invoice.
- 5) **Any invoice that is received by the Contractor more than thirty (30) days after the final completion of a project will not be paid.**

You can email, fax, or mail your pay applications directly to Matt O'Donnell at any of the following:

matt@blanchardconst.com

Fax: (843) 747-5758

PO Box 31377, Charleston, SC 29417

**Please note that all invoices need to be sent to Matt in PDF format,
we will not click links or login to websites to retrieve invoices.**