

Application for Payment Procedure

Please read the entire contract package thoroughly. You will be responsible for everything included or referred to in this package.

If you have questions or concerns please contact the Project's Administrator:

BEFORE you start your work, submit the following documentation:

- Contract** Read thoroughly and have an authorized person sign the document
Email executed document to the Project's Administrator
- Bond** If this project requires payment and performance bonds, the bonds must be provided on Shawmut Design and Construction bond forms prior to the first payment
Email executed document to the Project's Administrator
- Insurance** Refer to the Rider D and the Sample Insurance Certificate on Shawmut's website for specific requirements and submissions
<http://www.shawmut.com/subcontractors>

BEFORE your first payment, submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed bill using the standard American Institute of Architects ("AIA") billing forms (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the partial waiver of lien and release form on the form provided on Shawmut's website:

<http://www.shawmut.com/subcontractors>
Email executed document to: billing@shawmut.com
- Sales and Use Tax Compliance** If working outside of your home state on a taxable job, submit proof of Sales and Use Tax compliance E-mail executed document to: billing@shawmut.com

Some Examples include: State Registration Certificate, or Certificate of Compliance Form
- Shawmut Lien Grid** Sign and submit your Lien Grid with your list of all vendors/ suppliers/ subcontractors

If there are no parties furnishing labor, material, equipment and/or services, write "None"

Lien grid form is provided on Shawmut's website:
<http://www.shawmut.com/subcontractors>
Email executed document to the Project's Administrator

BEFORE your second and subsequent payments, submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed bill using the standard American Institute of Architects ("AIA") billing forms (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the partial waiver of lien and release form on the form provided on Shawmut's website:

<http://www.shawmut.com/subcontractors>
- Shawmut Unconditional Releases of Lien -2nd Tier** Submit your fully executed Shawmut **partial** Unconditional Releases of lien from your vendors/suppliers and subcontractors on the required forms on Shawmut's website:
<http://www.shawmut.com/subcontractors>

Application for Payment Procedure

Email executed document to the Project's Administrator

BEFORE your FINAL payment, submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed bill using the standard American Institute of Architects ("AIA") billing forms (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the final waiver of lien and release form on the form provided on Shawmut's website:

<http://www.shawmut.com/subcontractors>

Email executed document to: billing@shawmut.com

- Shawmut Unconditional Releases of Lien-2nd Tier** Submit your fully executed Shawmut **final** Unconditional Releases of lien from your vendors/suppliers/subcontractors on the required forms on Shawmut's website:

<http://www.shawmut.com/subcontractors>

Email executed document to the Project's Administrator

- O&M Materials/Close-out Documents** Some examples include: Warranty Letter, Product Data, As-Builts
Email executed document to the Project's Administrator

Shawmut Design and Construction billing forms and waivers can be found on Shawmut's website:

<http://www.shawmut.com/subcontractors>

Please direct all billing questions to the Shawmut Accounts Payable Department: 617-622-7000