



BILLING INSTRUCTIONS

Subcontractor Pay Application and Conditional Lien Release must be received in the office of Coast Construction Group on or before the 25th of the month.

EMAIL TO: invoices@coast-group.com or

FAX to 360-474-1095 or

MAIL to 328 N Olympic Ave Arlington WA 98223.

Payment Requirements:

- Pay application must be signed by an officer, may attach own invoice.
- Must have Coast job number listed.
- Must have signed Conditional Waiver of Lien attached.
- Signed Subcontract and up to date General Liability Insurance certificate must be on file in Coasts office.

Payment Dates:

- Postmarked on or about the 25th of the next month (Owners payment must have been received)

Retention:

- If applicable, the retention amount will be indicated on your subcontract. 30 days after final billing is complete, please bill for retention with your own invoice with Coast job number. We will send payment once owner pays our retention. An unconditional final lien waiver will need to be completed before check is released.



CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a check from Coast Construction Group, in the amount of \$ _____, Payable to _____, when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to waive and release any Mechanic's or Materialmen's Lien, equitable line, stop notice, bond or retainage claim right, the undersigned has on the project known as _____ located at _____, for labor, services, equipment, or material furnished to Coast Construction Group through the date of _____, PROVIDED, however, that this waiver and release shall not be effective as to retainage or other payments under the undersigned's contract which are not currently due and payable to the undersigned.

Nothing herein shall be construed to waive or release any such rights which may accrue to the benefit of the undersigned for labor, services, equipment or material furnished to the above project subsequent to said date or due to the undersigned for the following items which are in dispute:

In consideration of this progress payment, the undersigned hereby indemnifies and agrees to hold Coast Construction Group and the Project Owner harmless from any claim, cause of action or liability, including but not limited to costs, expenses, arbitration fees, interest and reasonable attorney's fees, arising from any claims hereafter made on account of labor, equipment or material covered by this progress payment.

Before any recipient of this document relies upon it, the recipient should verify that the payor bank honored the foregoing payment check.

Date: _____

Subcontractor: _____

Signature: _____

Title: _____

Print Name: _____



FINAL WAIVER OF LIEN AND RELEASE UPON FINAL PAYMENT

To: Owner(s) of the premise located at:

Known as: _____

Coast Construction Group, prime contractor; and to whom it may concern:

The undersigned _____ having entered into a contract as detailed below hereby provides the following final waiver and release.

Original Contract	\$ _____
Total Change Orders	\$ _____
Final Contract Total	\$ _____
Value of Work Completed to Date	\$ _____
Payments Made to Date	\$ _____
Payment Due	\$ _____

The undersigned has been paid in full for all labor, services, equipment or material furnished to the above referenced location and does hereby waive and release any mechanic’s lien, stop notice or bond right and causes of action for breach of contract, express or implied that the undersigned has on the above referenced project.

The undersigned furthers and warrants and represents that it has paid all employees (wages and benefits) for work performed on this project, and if it has furnished materials, that all material suppliers have been paid in connection with this project. The undersigned realizes that the Owner, Coast Construction Group, construction lender and surety, if any, rely upon these representations in making this payment. The undersigned agrees to indemnify and hold each of the foregoing parties from any and all claims or liens lodged against this project arising out of the undersigned’s furnishing of labor, services, equipment or material through the date hereof.

NOTARY SEAL

Date: _____

Date: _____

Subscribed and Sworn before me this _____

Subcontractor: _____

Day of _____ **20** _____

Signature: _____

Notary Public: _____

Print Name: _____

Commission Expiration Date: _____

Title: _____



CLOSEOUT MATERIALS REQUIREMENTS

Coast Construction Group requires, as part of contract completion, one original paper copy of all final product information; one copy of all final submittal drawings, one original warranty letter, any original product warranties, and final as-built drawings. All information is to be first hand (no faxed or copied material). The information shall also be free from any binding marks such as hole punches, staples, binder marks, etc.

We will also require one electronic copy of the information outlined above. This information will be placed into one PDF file and should match the following outline in succession.

- Subcontractor Warranty Letter Product Information Submittal Information
- As-Built Drawings
- Electronic documents must be created with Adobe Acrobat 5 or above. MS Office documents such as MS Word (.doc) or MS Excel (.xls) are also acceptable.
- As-built drawings should be submitted in AutoCAD format (.dwg) and PDF (.pdf).
- Adobe Acrobat PDF files must be saved in such a way so as to be displayed at 100% size upon opening the file.

See below sample Warranty letter & provide one on company letterhead at job completion.

Sample Warranty Letter:

Subcontractor: _____ Project: _____ Job Completion Date: _____

The undersigned subcontractor does hereby warrant all materials, labor and supplies for a minimum period of one year (or longer as required by all provisions of the contract documents) for the above referenced project from the date of substantial completion. All work and materials are per project contract documents. Any defects or deficiencies that occur within the warranty period will be repaired or replaced, as needed and in a prompt manner, at no cost to Coast Construction Group or the Owner.