



1099 Contractor Work Order Payment Terms

Thank you for working with Project One. Our Work Order Payment Terms are as follows:

- Project One Payment Terms are 14 days or Bi-Weekly from the date our office receives your invoice.
- Invoices must be emailed to invoices@myproject1.com for facilities & construction services work.
- All invoices for work performed for Project One **must be submitted within 5 days of completion of all work** to ensure timely and expeditious payment.
- To receive payments for work performed, Project One requires, at all times, a W-9 on file, a Workman's Compensation Self Performer Statement, and an NDA on file.

**If legal paperwork (W9, WC Self Performer Statement, and NDA) is not received within 180 days from the date of your submitted invoice, Project One will consider your submitted invoice null and void.*

- All invoices must have the following information before submitting for payment:
 - 4-digit Job Number that is shown on the Job Card
 - The site address and store # where the services were performed
 - Your own 1099 Contractor Invoice Number
 - Date the services were complete
 - Description of the work performed
 - Copy of any paper sign off by the customer
 - Invoices must provide a breakdown showing total materials and total labor hours
 - Before and After photos
 - Bill To: Project One LLC, 582 E Boise Ave #1004, Boise, ID 83706

**NOTE: All incorrect invoices will no longer be back dated to the date of receipt per Bi-Weekly pay period. Invoices must be correct to initiate the Bi-Weekly pay period.*

** All payment requests and questions regarding invoices should be directed to invoices@myproject1.com.*

1099 Contractor Signature _____
Typed or Printed Name _____
Title _____ Date _____

Keith Horton
Vice President
invoices@myproject1.com