



Subcontractor Work Order Payment Terms

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

- Project One Payment Terms are 30 days 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 to your company for work performed, Project One requires, at all times, a current Certificate of Liability Insurance form on file (See Example), a W-9 on file, and proof of Workman's Compensation on file.

***If legal paperwork (COI, Workman's Compensation or WC Self Performer Statement, & W9) 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 Subcontractor 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 Net 30 pay payment. Invoices must be correct to initiate the Net 30 pay period.**

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

Subcontractor Signature _____
Typed or Printed Name _____
Title _____ Date _____

Keith Horton
Vice President
invoices@myproject1.com