



Subcontract Checklist

Return	Document	Instructions
	SUBCONTRACT	Please sign and return to jennifer@ppwbuilders.com . A fully executed Original will be returned to you.
	Workers Comp & Certificate of Insurance	Please forward certificates for both. Attached is sample for COI requirements.
	Form 1413-Statement of Acknowledgment	Sign and return.
	AIA Pay Application	Please submit ALL pay applications on this form. Pencil copy due (via fax or e-mail to nicolette@ppwbuilders.com) by 5 th of each month. Final, notarized original due once pencil copy is approved. <u>Failure to send Pencil copies to nicolette@ppwbuilders.com means payments will not be guaranteed.</u>
	Release of Lien	Signed Original must accompany EVERY pay application.
	Prevailing Wage Report	Certified payroll or prevailing wage reports must be in prior to release of payment of each pay application.
	W-9 Form	Please fill out and return

**Failure to send pencil copy of pay applications to:
Nicolette@ppwbuilders.com means payments will not be guaranteed.**