

Dear Vendor Partner,

We are pleased to welcome you as a new vendor to JR Structures LLC. We have enjoyed many longstanding vendor relationships. This letter is intended to assist you in understanding our policies and procedures for ensuring timely payment of your invoice.

Vendor Setup Requirements:

To be setup as a new vendor we need W-9 and insurance information as outlined below:

W-9 Form – Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file. Under Federal Regulation 1.6401, you are required to provide us with this information on the attached W-9 form. The IRS may impose a \$50.00 penalty and all payments we make to your company could be subject to a 30% backup withholding if you fail to provide us with this information as outlined in IRS Section 6723. We will not have to file a 1099 MISC form if you are a Corporation, tax-Exempt Organization, Government Agency or other exempt payee. Please indicate on the attached W-9 form what kind of payee you are and sign where indicated.

General Liability Insurance – insurance requirements must be in accordance with Exhibit A. We require that you carry a minimum \$1,000,000 of General Liability insurance coverage. In addition, JR Structures LLC must be listed as an additional insured.

Workers' Compensation Insurance – insurance requirements must be in accordance with Exhibit A. We require that you carry \$100,000 of Workers' Compensation insurance coverage or a Certificate of Election to be Exempt. Please note: if you employ one (1) or more employees you must obtain Workers' Compensation coverage as required by the Florida State Workers' Compensation Statute Chapter 440.

The certificate holder should read as follows:

JR Structures LLC
15955 N Florida Ave
Lutz, FL

Unfortunately, no invoices will be paid to vendors who have not provided us with the proper insurance information.

Subcontract Order Agreement:

All work performed for JR Structures LLC must be authorized with a Subcontract Order Agreement from a JR Structures LLC Project Manager prior to commencing work. If work is performed without such agreement, receipt and amount of your payment are subject to revision.

Invoice Payment Procedures:

JR Structures LLC has a pay when paid procedure, meaning when funds are released from the client, we in turn promptly remit funds to our vendors. Please follow the guidelines below:

In an effort to create an environmentally friendly environment, JR Structures LLC only accepts invoicing in a digital, Adobe format. JR Structures LLC has created a centralized email address for your invoices. Please email your invoices to: invoices@JRStructuresTampa.com If you have multiple invoices, each must be attached as separate files rather than combined together in one file. Under receipt by JR

Structures LLC, you will receive an auto-reply email acknowledging receipt of your email. If you do not receive an email back from us acknowledging receipt, then that means your email was not received by us. You must resubmit. Very important. DO NOT email invoices to a Project Manager, Project Administrator or mail an original invoice via US Postal Service.

Invoices must include line item billing standard cost codes. Each progress billing shall represent the percentage completion of each portion of the work, less retainage of 10%.

Invoices must reflect work completed as of the issue date of your invoice. No invoices will be paid for work that is not performed nor for materials that are not in place on the jobsite as of the date of your invoice. Specifically, no invoices for future projected work or materials will be accepted.

Either a copy of the Subcontractor Order must accompany the Invoice or the Subcontractor Order Number must be clearly labeled on the Invoice.

JR Structures LLC must receive invoices within 45 days of completion of the Work.

All information as described above must be submitted before checks will be released. Otherwise, checks will be held until the proper paperwork is received.

Lien Releases:

A notarized lien release (partial or final) is required from you and all your suppliers who furnished labor and/or materials on the job that payment is being made for, regardless of whether a Notice to Owner was filed or not. All lien releases must be signed by an offices of the respective entity. Additional details for lien releases required by you and your suppliers are as follows:

All partial and final lien releases must be unconditional and on a JR Structures LLC form including all suppliers. **See Exhibits B and C for further information.** If an unconditional lien release cannot be provided, joint payee checks will be issued.

All partial unconditional lien releases must reflect the through date for which payment is being made. Final lien releases provided by you must reflect the total amount of payments made by JR Structures LLC for your contract.

Final lien releases provided by your suppliers must reflect total payments made by you to your suppliers. No partial or final lien releases with \$0.00 or \$10.00 amounts will be accepted unless no work has started.

At times our clients may require lien releases that differ from those described above. If so, they will be furnished to you prior to your first payment. No checks will be released without the required lien release forms as details above and in **Exhibits B and C.**

Closeout Requirements:

If your scope of work requires deviations/adjustments from the approved set of permit drawings. Marked up as-built drawings as well as all operation and maintenance manuals for equipment must be submitted to JR Structures LLC within 14 days of substantially completing the work. If a Test & Balance Report was required by the mechanicals subcontractor, we will require two (2) signed and sealed copies. If no deviation/modifications were required in the field, the vendor must send a written letter to JR

Structures LLC stating that the current permit drawings reflect the as-built conditions of the completed scope of work. Upon final payment, a warranty letter will be required in compliance with the Subcontractor Order issued. Unfortunately, final payment cannot be release until all closeout items are received.

Welcome to the JR Structures LLC vendor family. We look forward to working with you. Please feel free to contact me at (813) 310-0585 with any questions you may have.

Sincerely,

Jeff Darrey