

- 1 All progress claims are to include an invoice from the company, accompanied by the attached standard billing format.
- 2 A duly executed Statutory Declaration CCDC 9B must accompany the second and all subsequent progress billings. Failure to supply this declaration will result in delay of payment.
- 3 The progress billing and statutory declaration must be received in the general contractor's office no later than the 25th day of each month. Any invoices received after that date may not be considered and will be included in the following month's construction draw. Any standard billing formats not correctly filled in and completed may not be considered as well.
- 4 All invoices to show the subcontractor or supplier's GST registration number.
- 5 Progress draw cut backs are to be handled in the following fashion:
 - a. The general contractor will notify the subcontractor of the value of his cutback immediately in the form of a written memorandum. The general contractor is responsible for advising exactly which items have been reduced and by what amount so that the subcontractor can keep his format current.
 - b. Subcontractors to issue a credit invoice against the invoice which was cutback within five days after receipt of notification in writing.
 - c. Subcontractor is the responsible for re-invoicing the reduced amount on the next invoice.
- 6 Holdbacks will be dealt with as follows:
 - a. The general contractor will apply for the subcontractors substantial completion when a written request is received, complete with a copy of Form C. This only covers the formal recognition of a subcontractor or supplier's substantial completion. Payment requirements are as follows:
 - b. The general Contractor will not pay holdbacks due without receiving an invoice, necessary clearances, a duly executed Statutory Declaration CCDC 9C, maintenance manual information and guarantees as called for by the specifications.

