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## **BILLING PROCEDURES**

1. A subcontractor invoice that fits on a stand 8.5"x11" sheet of paper
2. Your numbered invoice
3. Any backup documentation needed for payment
4. A description of work performed
5. Name and/or correct address of project

Please do not combine different projects on the same invoice. We require one invoice per project.

If you have questions regarding billings or status of payment, please contact Rebecca in the office.

Thank you for your cooperation.