

# **JMJ Builders, LLC**

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## **Required document to be received before payment**

### **#1) Certificate of Insurance:**

**We require a certificate of insurance to list JMJ Builders, LLC as the holder and additional insured. The certificate needs to have worker's compensation and general liability coverage of \$1,000,000 per occurrence.**

**THIS CERTIFICATE MUST BE RECEIVED BEFORE ANY WORK IS STARTED.**

### **#2) W9 Form:**

**This document needs to be filled out and faxed back to JMJ before payment is processed. If you are not incorporated please use your social security number and name. This document needs to be faxed back to JMJ before payment is processed.**

### **#3) Subcontractor Agreements:**

**This document needs to be signed and faxed back to JMJ before payment is processed.**

### **#4) Lien Waivers:**

**Partial or final lien waivers required to accompany every invoice.**

### **NOTE:**

**No payments will be processed without all the above paperwork filled out as requested.**

**All draws and final payments will be paid as follows:**

**JMJ Builders pays invoices every Friday considering all forms #1 - #4 have been submitted and percentage of work completed is in conjunction with amount of invoice submitted.**