



# THE COMPLETE GUIDE TO GETTING PAID



To: All Subcontractor and Suppliers

From: WRL Project Management Team

October 17, 2016

WRL needs your assistance to manage the monthly pay application process to insure that everyone is paid accurately and on time. We have been greatly blessed with an increase in work over the last several years, and that means more subcontractors and an exponential increase in the number of applications for payment that must be processed each month. It is very important that your applications come to us in a timely and organized manner. The purpose of this letter is to clearly convey the requirements of the pay application process. Please convey this information to your accounting department and to those responsible for generating your applications for payment.

1. Breakdown – The application for payment must match the schedule of values (SOV) that you are required to submit at the beginning of the project. Please make sure the person generating the application for payment has this information.
2. Timing – Typically, applications for payment must be in our office by no later than the 25th day of each month. Occasionally, an owner will dictate an earlier due date for a specific project. If your application is due earlier than the 25th day of the month, you will be notified. In all cases, you are to project your completed work through the end of the month. Please note: Any application received late will not be considered for payment that month - no exceptions.



3. Stored Materials – Owners typically allow for funding of store materials, but only when these specific requirements are met:
  - A. Invoices must have the job name on them
  - B. Invoices must be dated for the same month as the application
  - C. A Certificate of Insurance must be provided for materials stored offsite
  - D. The value of the stored materials being drawn must match exactly the amount shown on the supplier's invoice.
  
4. Change Orders (CO) –
  - A. Money may not be drawn for any additional work on which you have not received an official change order. Sometimes the work may be completed, but until the Owner signs the CO and we have forward the documentation to you, it is not recognized by them. This is usually the exception and may just be a matter of a few days timing at the end of the month. If you have a question on a CO approval status contact your WRL Project Manager.
  - B. Every change order has a specifically assigned CO number. When drawing for this work, it must be identified by the WRL CO number and a brief description on the application for payment.



Thank you for helping to make the payment process more efficient for everyone. Please let us know if you have any questions.



David Detten, General Manager



Josh Coburn 903-752-1549  
[jacoburn@wrl-gc.com](mailto:jcoburn@wrl-gc.com)



Kenneth Kennedy 903-752-0310  
[kkennedy@wrl-gc.com](mailto:kkennedy@wrl-gc.com)



Mitchell Gibson 903-245-8877  
[migibson@wrl-gc.com](mailto:migibson@wrl-gc.com)



Shaun Wood 903-352-5710  
[swood@wrl-gc.com](mailto:swood@wrl-gc.com)



Steve Hickey 903-752-0694  
[shickey@wrl-gc.com](mailto:shickey@wrl-gc.com)



Brent Bishop 903-752-3055  
[bbishop@wrl-gc.com](mailto:bbishop@wrl-gc.com)

