



PAYMENT AND DRAW SCHEDULE

PLEASE READ THIS BEFORE YOU INVOICE

We must have **original invoices** for our records, so you may hand deliver them to the office or mail them in. If you cannot do either, you may fax your invoice, provided that you call **immediately** to verify receipt. If you do not call and your fax is misplaced or illegible, you will not be paid on time. If your invoice is late for any reason, it will be put into the following week's business and paid according to the terms.

If you bring your invoices to the office, turn them in to the receptionist. They will be date stamped, so that there is no question as to when an invoice is received by PBI. We cannot fill out invoices for you. Your invoices must include your **preprinted** name, name of company (if applicable); current addresses and telephone numbers, as well as **preprinted** invoice numbers. Our system will not accept duplicate invoice numbers. We **cannot** accept any invoices with **handwritten** company names, address or invoice numbers. You can purchase a stamp with your company name and address at any office supply store. Invoices must include the job address, project manager and full draw amount.

PBI Restoration Resources Contract and Invoice Checklist

Contract

- Specify contract amount, scope of work and completion date
- List any special agreements

Invoices

- Have invoices **pre-printed** with name, address, phone number and invoice number
- Do not duplicate invoice numbers
- Call **immediately** to verify receipt of faxed invoices