



3156 E. La Palma Ave., #J, Anaheim, CA, 92806. Office: 714-632-8001, Fax: 714-632-8420 CA #891320, NV #73170, AZ #279000

SUBCONTRACTOR NAME:

PROJECT NAME:

The following ✓ items are required in our office before any payments can be made:

- 1) Subcontractor Information Form
- 2) Current Workers' Compensation Insurance Certificates:
 - California mandated limits.
(Prior to commencement of work)
- 3) Current Liability Insurance Certificates:
 - **Listing Parkwest General Contractors as additional insured.**
 - \$ 1,000,000 per occurrence.
 - \$ 2,000,000 Aggregate.
- 4) IRS W-9
- 5) Copy of Contractors State Pocket License

INVOICING PROCEDURES:

- 1) ALL BILLINGS MUST BE SUBMITTED USING THE PARKWEST BILLING FORM.
Please make sure to print ALL sheets of the billing application form.
- 2) CHANGE ORDERS: Copies of APPROVED changed orders must be submitted with your billing.
- 3) INVOICE: Attach your company invoice. All invoices must be dated and have an invoice number.
- 4) LIEN RELEASES: APPROPRIATE RELEASES MUST BE ATTACHED FROM YOU AND ANY/ALL SUPPLIERS WHO HAVE SENT PERLIMS.
- 5) Send all billings to: Parkwest General Contractors
3156 E. La Palma Ave., Suite J
Anaheim, CA 92806
Phone: 714-632-8001 Fax: 714-632-8420
Email: accounting@parkwestgc.com

All Parkwest GC forms can be found at www.parkwestgc.com.

Thank you for your cooperation, we look forward to doing business with you.