



SWENSON & ASSOCIATES BILLING INSTRUCTIONS

You may use the Swenson & Associates format as attached OR your own Company format.

If you prefer to use your own billing/invoice format it must include all information as detailed on the Swenson & Associates format.

Note: Only after a Change Order, written by this office, has been signed and returned may you include the change order work in your monthly billing. Including unauthorized change order work will delay approval/payment of your invoice.

Attach a Conditional Waiver for the amount you are requesting and an Unconditional Waiver for the previous month's payment.

A Conditional Waiver and Release Upon Final Payment is required with your final/retention billing.

Certified Payroll Reports for the Billing period must be submitted prior to payment together with proof of Trust Fund Payments.