



ATTACHMENT "B"

RP WITT CONSTRUCTION, INC. SUBCONTRACTOR BILLING PACKAGE

RP Witt Construction, Inc. is committed to insuring timely payment of all amounts due our subcontractors. It is our intent to pay our subcontractors in a timely fashion to satisfy our obligation to the Owner in providing them with a "lien-free" project. The following procedures must be followed to facilitate processing and payment of the monthly progress and final billings.

Subcontractor Progress Billing:

1. Complete billing packages must be delivered to RP Witt Construction, Inc. no later than the 20th day of each month

in order for the amount to be included in our billing to the Owner by the 1st day of each month. Billing packages must be mailed to:

RP Witt Construction, Inc.
12627 San Jose Blvd, Ste 505
Jacksonville, FL 32223
Attention: Billing

Please also fax a copy to Paul Witt at 904-425-4968

2. A complete "Billing Package" consists of the following items:

- a. A completed RP Witt Construction, Inc. "Subcontractor Payment Application - Progress Billing" (form attached) which includes a "Conditional Waiver and Release Upon Progress Payment" lien release form.
- b. An executed RP Witt Construction, Inc. "Affidavit of Subcontractors" and Schedule of Values (form attached).
- c. Executed RP Witt Construction, Inc. "Unconditional Waiver and Release Upon Progress Payment" lien release forms, as needed (second - tier suppliers and subcontractors) (form attached).

NOTE: ALL FORMS ARE AVAILABLE ON DISK AND ARE IN MICROSOFT EXCEL FORMAT

Subcontractor Final Billing:

1. Within five (5) days after the notice of completion is filed, RP Witt will notify you in writing that this has been done. Approximately 15 days after the date of notice of completion, we will expect your final billing package to be in our hands so we may process it on a timely basis for final billing to the owner and final payment to you. This final billing package must be mailed or delivered to the aforementioned address.

2. A complete "Final/Retention Billing Package" consists of the following items:

- a. A completed RP Witt Construction, Inc. "Subcontractor Payment Application - Retention Billing" (form attached) which includes a "Conditional Waiver and Release Upon Final Payment" lien release form.
- b. An executed RP Witt Construction, Inc. "Affidavit of Subcontractors" (form attached).
- c. Executed RP Witt Construction, Inc. "Unconditional Waiver and Release Upon Final Payment" (second-tier suppliers) (form attached).

Subcontractor Final Payment:

With your final payment, we will enclose a RP Witt Construction, Inc. "Unconditional Waiver and Release Upon Final Payment" form to be executed and mailed to the above referenced address.