MASTER KRAFT BUILD

Subcontractor Site & Payment Requirements

PRE-MOBILIZATION REQUIREMENTS (REQUIRED BEFORE STARTING WORK):

• Current COI ($1M GL minimum; Workers Comp 500k minimum; Master Kraft Build listed as Additional Insured, see example COI)

• Current W-9 (Legal entity must match COI and invoice name).

• Current Trade License (if applicable).

PAY APPLICATION REQUIREMENTS:

• All pay applications MUST be submitted by the 20th of each month.

• Pay Apps must reference Project Name and Job Number.

• Change orders must be listed separately and pre-approved in writing.

• Schedule of Values must accompany each pay-app

• Submit Pay Apps in PDF format via email to angelica@masterkraftinc.com

PAYMENT TERMS:

• Standard terms: Net 30.

• Payment contingent upon approved pay-app and current COI on file.

• Un-conditional lien waiver required with each pay application.

CHANGE ORDERS:

• All changes must be submitted in writing and approved BEFORE work proceeds.

• Unauthorized work will not be paid.

SITE CONDUCT & CLEAN-UP:

• Take direction only from Master Kraft Build PM or Superintendent.

• Maintain clean work area daily and remove trade debris.

• Subcontractor responsible for damage caused by their work.

• Subcontractor shall not perfomr any work for the owner without direction from master Kraft PM

SAFETY & LIABILITY:

• Subcontractor responsible for OSHA compliance and supervision.

• Master Kraft Build is not responsible for stolen tools or materials.