


9 Essential Steps to Getting Paid by Shawmut

At Shawmut Design and Construction, we want to pay you in a timely fashion. To expedite payments please ensure all the required documentation is properly completed and submitted by the 20th of each month. All documents must be fully completed. If they are not, you will be paid in the billing cycle following the receipt of the proper documents.

To make the process easier, we have created a reference checklist of the documentation needed in order for you to receive a timely payment. All required Shawmut Design and Construction forms can be found on our website, www.shawmut.com.

If you are viewing this form electronically, clicking on the download link () will open a sample with directions or an original form. All documents submitted must be completed in full, and signed and notarized as required.

Partner Qualification and Insurance

 All subcontractors are required to meet the prequalification/qualification requirements.


Current project specific insurance certificates along with renewals with required coverage should be sent to:

Shawmut Design and Construction
Risk Management - Partner Insurance
560 Harrison Avenue
Boston, MA 02118
prequal@shawmut.com
t. 617.622.7070

Project Administrators

E-mail the following documentation to the Project Administrator:

Universal Subcontract and Job Order (*See next page.*)
Fully executed original Universal Subcontract and Job Order, Standard Subcontract, or a Purchase Order Agreement.

 **2nd Tier Lien Grid**
Fully executed Shawmut Design and Construction Subcontractor Statement of Persons Furnishing Labor and Materials.

Job Specific Documents (*See next page.*)
All applicable Warranty Letters, As-Built Drawings, Operations and Maintenance Manuals

Accounting-Billing

E-mail the following documentation to billing@shawmut.com:

 **W-9 Form**

This form is required if this is your first time working with Shawmut Design and Construction.

Sales and Use Tax Regulations (*See next page.*)

Proof of applicable Sales and Use Tax Regulations (must be submitted if working outside of your home state on a taxable job).

 **SDC Partial Billing Forms**

Use the standard American Institute of Architects ("AIA") billing forms (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the Shawmut partial waiver of lien and release form in the form provided on our website at:

www.shawmut.com/our_partners/subcontractors.cfm

 **SDC Final Billing Forms**

Use the standard American Institute of Architects ("AIA") billing forms (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the Shawmut final waiver of lien and release form in the form provided on our website at:

www.shawmut.com/our_partners/subcontractors.cfm

 **SDC 2nd Tier Partial Lien Waiver**

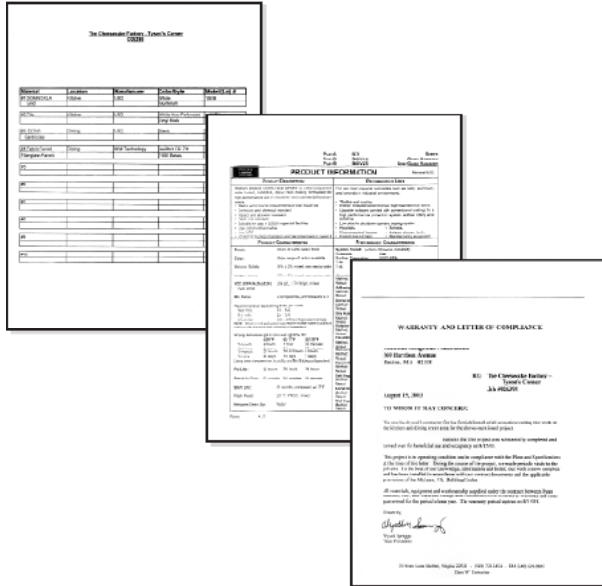
Fully executed Shawmut Sub-Subcontractors/Supplier waiver/dissolution of lien and release. You will be informed by the Project Team if this will be required

 **SDC 2nd Tier Final Lien Waiver**

Fully executed Shawmut Sub-Subcontractors/Supplier waiver/dissolution of lien and release. You will be informed by the Project Team if this will be required.

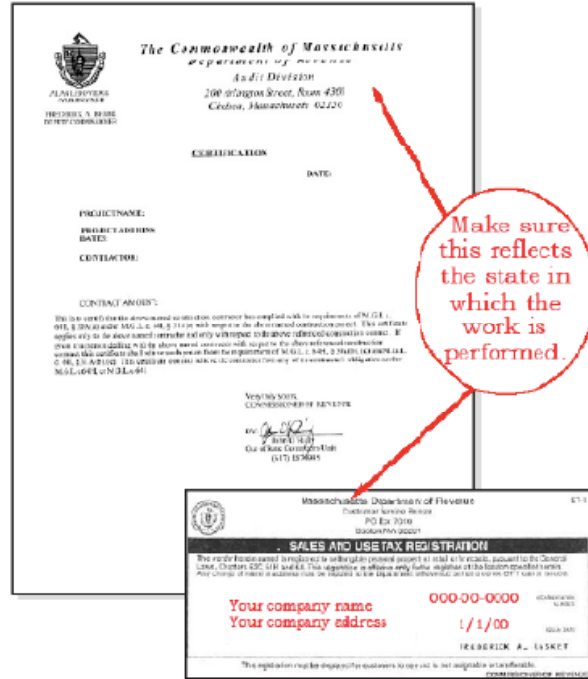
Job-Specific Warranty Letters, A-built Drawings, Operations and Maintenance Manuals

These materials must be submitted to the Project Administrator in order to receive final payment.



Sales and Use Tax Regulations

If working outside your home state, you must submit proof of Sales/Use Tax Compliance.



Universal Subcontract and Job Order or a Standard Subcontract or Purchase Order Agreement

It is imperative we have this contract on file before the start of the job. Please carefully read the conditions and terms of this agreement before you sign.

