

HOW TO GET PAID

1. Return your signed **Project Agreement** shortly after you receive it. If you wait until your first billing, it may delay your payment. If you make modifications or do not accept the Project Agreement terms, contact your Project Manager via telephone immediately.

******* PLEASE INITIAL AND SIGN ALL PAGES *******

2. Return your executed **Notice of Important New Tax Information** and a Photocopy of your Current **Contractor's Pocket License** (if your information has changed since submitting with your Master Subcontract Agreement).
3. Receipt of original **Certificates of Insurance** for General Liability, Automobile and Workers' Compensation coverages. Please fax the enclosed sample Certificate of Insurance to your Broker for correct issuance.
4. Receipt of a completed **ORIGINAL** Magnum Enterprises, Inc. **Invoice** from you and the appropriate **ORIGINAL Releases** from both you and your suppliers. All should be submitted as a complete package.

****ALL ORIGINAL INVOICES AND RELEASES MUST BE MAILED TO THE BREA OFFICE (CORPORATE).****

(SEE REVERSE SIDE FOR DETAILED INFORMATION)

HOW TO GET PAID – (DETAIL)

Please find enclosed the Project Agreement for your newest project with Magnum Enterprises, Inc. We have separated the paperwork into two groups, one for you to “**KEEP FOR YOUR FILES**”, and one to “**SIGN AND RETURN TO MAGNUM**”. In order to make the paperwork processing easier to understand, the following procedures have been established.

1. **Project Agreement paperwork to be “SIGNED AND RETURNED TO MAGNUM”**
This paperwork consists of an original Project Agreement stamped “Sign & Return to Magnum”. Please sign and date in the lower left-hand corner of the last page and initial each page in the lower right-hand corner.

Please Note: If you want to make changes to the Project Agreement, please contact the Project Manager for that project BEFORE you modify the Project Agreement. Changes to the Project Agreement will not be accepted unless they have been pre-approved.

2. **Notice of Important New Tax Information Form**
This form is **REQUIRED**. Payment cannot be processed until we have this information. Return with your Project Agreement only if changes have occurred since submitting with your original Master Subcontract Agreement.

3. **Contractor’s License**
We **MUST** have a photocopy of your Contractor’s Pocket License showing your license number and current expiration date.

4. **Insurance Requirements**
Magnum Enterprises, Inc., requires that all subcontractors carry General Liability, Workers’ Compensation and Automobile Insurance. Please provide us with original certificates only. The Certificate(s) of Insurance must be endorsed to indemnify the Owner, Contractor and any other party designated by the project specifications and will cause them to be named as additional insured(s) under the General Liability and Automobile policies. The endorsements must be attached to the original Certificate(s) of Insurance. The General Liability endorsement must be issued using Accord form CG2010 (11/85) or equivalent manuscript for “Ongoing and Completed Operations”. Form CG2010 (10/93) or similar manuscript providing coverage for “On-Going” operations is not acceptable under any circumstance.

A Waiver of Subrogation is required for all coverages. Certificates without the Additional Insured Endorsement(s) and Waiver’s of Subrogation will not be accepted. Specific projects may require other additional insured endorsements. Please review Section 6 of your Master Subcontract Agreement for detailed information.

5. **Release Form(s)**
Masters of the release forms that are required for this project have been included. Both you and your suppliers must use these forms; all other release forms are subject to rejection.

Please mail your completed and ORIGINAL Magnum Enterprises, Inc. INVOICE and RELEASES to our BREA OFFICE in order to avoid delays in the payment to your company.

General Requirements

Failure to comply with items #1 - #3 listed above, will result in **default** of your Master Subcontract Agreement. Payment will be suspended until compliance with all required items is achieved; then, payment will be processed in the **next payment cycle**.

Your Project Agreement must be returned to Magnum Enterprises, Inc. within five (5) days of receipt. The faster you return the contract documents, the easier it will be to process payments on time.

If you have any questions, please contact our Accounting Department at (714) 828-1191. Thank you for your cooperation.