



SAUGATUCK CONSTRUCTION GROUP

54 Research Drive
Stamford, CT 06906
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HOW TO GET PAID

1. **The Saugatuck “Invoice/Release of Lien” form must be received by the 15th of the month** (projected through the end of the month) – a faxed version or PDF is not acceptable for processing. **The original must be received by the office.**
2. The Saugatuck “Invoice/Release of Lien” must be accompanied by an **AIA G-703** or an equivalent invoice form (e.g., Schedule of Values).
3. Only bill for **Change Orders** that have been fully approved and processed.
4. The following items **MUST** be completed or received:
 - Original Saugatuck “Invoice/Release of Lien”
 - All Information Completed on “Invoice/Release of Lien”
 - Applicable State Sales Tax Itemized on “Invoice/Release of Lien” (line 9)
 - Notary Republic Signature
 - W-9
 - Liability Insurance (Up-to-Date)
 - Workers Compensation (Up-to-Date)
 - CT Insurance certificate (for Out-of-State Subcontractors)
 - CT Sales Tax bond (for Out-of-State Subcontractors)
 - All Close-out Documents
 - a. Punchlist
 - b. Operations Maintenance Manuals (O&M)
 - c. Warranties
 - d. As-built
 - e. Start-up/Commissioning

Should you have any questions or concerns, please contact your Project Manager to review.

Thank you in advance for your cooperation.