

SUBCONTRACTOR INVOICE SUBMISSION AND PAYMENT SCHEDULE AGREEMENT

This Agreement is entered into on this _____ day of _____, 20_____, by and between:

Contractor: _____

Address: _____

and

Subcontractor: _____

Address: _____

Project Name: _____

Project Location: _____

1. SCOPE OF WORK REFERENCE

This Agreement governs the invoicing procedures and payment terms for services and materials provided under the Subcontract Agreement dated _____, 20_____, for the aforementioned Project.

2. INVOICE SUBMISSION REQUIREMENTS

The Subcontractor shall submit invoices in accordance with the following terms:

- **Submission Frequency:** _____
- **Submission Day of Month:** By the _____ day of each month.
- **Required Deliverables:** All invoices must be accompanied by completed lien waivers, progress reports, and _____.

3. PAYMENT SCHEDULE & MILESTONES

Payments shall be made to the Subcontractor based upon the completion of designated project milestones or progress intervals as detailed below:

Milestone / Work Phase	Completion Percentage / Date	Payment Amount / Value (\$)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. PAYMENT TERMS & RETAINAGE

Subject to Contractor approval of the submitted invoice and accompanying documentation, payment will be issued

within _____ days from receipt of a valid invoice (Net _____ terms).

A retainage rate of _____ % shall be withheld from each progress payment. Retainage will be released upon final completion of the project, final inspection, and receipt of final closeout documentation.

5. DISPUTE RESOLUTION & DISCREPANCIES

In the event of an invoice dispute, the Contractor shall notify the Subcontractor within _____ business days of invoice receipt. The undisputed portion of the invoice shall be paid in accordance with the payment terms of this Agreement, while the disputed portion is investigated and resolved.

6. GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

CONTRACTOR:

SUBCONTRACTOR:

Authorized Representative Name / Title

Authorized Representative Name / Title

Signature

Signature

Date

Date