

Submission Instructions for Monthly Progress Claims

To be emailed on the **20th of the month** to:

subcontracts@clarkbuilders.com

With copy to your Project Manager

NOTE:

AS OF **SEPTEMBER 1, 2019**, INCOMPLETE SUBMISSIONS WILL BE RETURNED AS NOT APPROVED. A COMPLETE PROGRESS CLAIM SUBMISSION MUST BE RESUBMITTED BEFORE THE INVOICE WILL BE PROCESSED.

NO PAYMENTS WILL BE RELEASED UNTIL YOUR SIGNED SUBCONTRACT IS RETURNED AND REQUIRED DOCUMENTS SUBMITTED

CLAIM #1 – AS ONE PDF FILE

Page 1: Clark Builders Application for Progress Payment Form

Located on Clark Builders website,

Subcontractors link top right hand corner of page

Page 2: Your invoice

Page 3: Any necessary supporting documents (optional)

Page 4: WCB Clearance Letter

Page 5: Certificate of Insurance (if not previously submitted)

CLAIM #2 & SUBSEQUENT – AS ONE PDF FILE

Page 1: Clark Builders Application for Progress Payment Form

Page 2: Your invoice

Page 3: Any necessary supporting documents (optional)

Page 4: Statutory Declaration CCDC 9B with CCDC 9 Copyright Seal

Page 5: WCB Clearance Letter

HOLDBACK CLAIM – AS ONE PDF FILE

Page 1: Your Holdback Invoice

Page 2: Holdback Statutory Declaration CCDC 9B with CCDC 9 Copyright Seal

Page 3: WCB Clearance Letter