



## PAYMENT TERMS AND HOW TO GET PAID

The RADCO Companies generally funds its construction projects through use of lender proceeds. As such, RADCO Companies is required to submit draw requests to lenders on specific dates of the month. We ask that you follow our Property Draw (*See Draw Schedule*) dates for submitting invoices as it will result in faster payment to you.

### PAYMENT TERMS

RADCO submits monthly funding requests for expenditures incurred and the process of receiving funds and issuing checks may take up to 45 days from the end of a month in which an invoice is submitted.

### HOW TO GET PAID

### BILLING INSTRUCTIONS

1. **DO NOT SUBMIT AN INVOICE WITHOUT A PURCHASE ORDER NUMBER.** RADCO will not pay invoices without a Purchase Order Number.
2. Each invoice must have the Purchase Order Number (PO#) listed on the invoice.
3. Each invoice must be submitted with a notarized lien waiver. The lien waiver must be for the amount of the invoice(s) being billed.
4. When billing for a contract, include the contract name in place of the Purchase Order Number. The contract name will be provided to you upon execution.