

QUANTUM FACILITIES SERVICES LLC.

CONTRACT INSTRUCTION SHEET FOR CONSTRUCTION CONTRACTS

To All Subcontractors:

Enclosed or attached is a copy of your sub-contract. Please do the following:

- 1) Print (2) copies of the contract. Sign and date **ALL** pages of each of the two copies.
- 2) **IMMEDIATELY scan and email a signed copy to angela@quantumfacilitiesllc.com.** You will **NOT** be permitted to work on any jobsite until this copy is received. Make sure you sign all pages and attachments.
- 3) We require a current **Certificate of Insurance** naming **Quantum Facilities Services LLC** as an additional insured and a completed **Form W-9** – no payments can/will be issued without these documents. Email your insurance certificate and W-9 to: accounting@quantumfacilitiesllc.com
- 4). **DO NOT** alter the Contract in any way – any alterations will **VOID** the contract.

Upon receipt of the signed Contracts, we will countersign and return (1) copy of the Contract documents to you to retain for your records.

INVOICES MUST BE EMAILED TO: ACCOUNTING@QUANTUMFACILITIESLLC.COM
DO NOT COPY ANY OTHER EMAIL ADDRESS. THE INVOICE WILL BE AUTOMATICALLY ROUTED TO THE PROPER PERSON AT QUANTUM. NO OTHER DELIVERY METHOD FOR INVOICES WILL BE ACCEPTED. MAILED OR FAXED INVOICES WILL BE DISGARDED. DO NOT SEND ANY OTHER TYPE OF CORRESPONDANCE TO THIS EMAIL ADDRESS. THIS ADDRESS IS FOR INVOICES, W-9 AND INSURANCE CERTIFICATES ONLY. DIRECT ANY OTHER CORRESPONDANCE OTHER THAN INVOICES TO YOUR JOBS PROJECT MANAGER.

- **You may invoice no more than once every 2 weeks**
- Invoices are accepted for completed work only.
- Do not deduct retainage from your invoices. This will be done automatically if applicable
- All approved change order work shall be billed on one consolidated invoice at the conclusion of the project. Invoices will be accepted for APPROVED change orders only. All change orders **MUST** be APPROVED IN WRITING by QUANTUM FACILITIES SERVICES LLC.

INVOICES ARE PAID AS PER THE TERMS AND CONDITIONS LISTED IN THE CONTRACT

All Change Orders **MUST** be approved in writing and should be billed **SEPARATELY** from the contract amount on (1) consolidated invoice at the conclusion of the project. **DO NOT INCLUDE ANY CHANGE ORDER BILLING ON YOUR CONTRACT INVOICES.** Adherence to the above policies will guarantee prompt payment. **BILLING FOR UNAPPROVED CHANGE ORDERS** will be rejected. **IF YOU DO NOT HAVE A SIGNED CHANGE ORDER FORM ISSUED BY QUANTUM FACILITIES THEN THE CHANGE ORDER IS NOT APPROVED.**

Should you have any questions or concerns, please do not hesitate to contact us. We can be reached at the office at (941) 260-3400 EXT 204

You must sign and return a copy of this instruction sheet with your contract.

Thank you,

Angela DelGaldo
Quantum Facilities Services LLC.

Acknowledged by

Date

Quantum Facilities Services LLC.
1 Bethany Road – Suite 36
Hazlet, NJ 07730
(941) 260-3400

QUANTUM FACILITIES SERVICES LLC.

SUPPLIMENTAL CONTRACT INSTRUCTION SHEET FOR CONSTRUCTION CONTRACTS

To All Subcontractors:

TO ALLOW US TO SERVE YOU BETTER:

ALL INVOICES MUST BE SUBMITTED VIA EMAIL TO:

ACCOUNTING@QUANTUMFACILITIESLLC.COM

THIS IS THE ONLY WAY INVOICES ARE ACCEPTED !!! DO NOT MAIL OR FAX THEM. DO NOT SEND ANY QUESTIONS OR CORRESPONDANCE TO THIS MAILBOX.

IF YOU HAVE A QUESTION CONCERNING YOUR PAYMENT, PLEASE DO NOT EMAIL YOUR QUESTION TO THE INVOICE ADDRESS ABOVE !!! THE MOST EFFECTIVE WAY TO COMMUNICATE TO US WITH PAYMENT QUESTIONS IS BY SENDING AN EMAIL TO:

MANAGEMENT@QUANTUMFACILITIESLLC.COM

CALLING THE OFFICE IS NOT RECOMMENDED. SENDING AN EMAIL TO THE MAILBOX ABOVE WILL GET YOUR ISSUE OR QUESTION RESOLVED IN THE FASTEST MANNER. MOST INQUIRIES ARE RESPONDED TO WITHIN 48 HRS.

PLEASE SIGN AND ACKNOWLEDGE THIS PAGE BELOW

Thank you,

Angela Delgado
Quantum Facilities Services LLC.

Acknowledged by

Date