



**McKinley Building Corporation**  
**3807 Peachtree Avenue, Suite 200**  
**Wilmington, NC 28403**  
**(P) 910.395.6036**  
**(F) 910.395.6605**

## **BILLING INSTRUCTIONS**

1. SUBMIT COMPANY INVOICE WITH APPLICATION FOR PAYMENT & LIEN WAIVER FORM SIGNED & NOTARIZED.

**\*\*NOTARY NECESSARY FOR STATE OR COUNTY JOBS ONLY\*\***

2. **BILL BY THE 20<sup>TH</sup> OF EACH MONTH** UNLESS OTHERWISE NOTED ON PG. 1 OF YOUR CONTRACT.
3. **WE MUST HAVE CURRENT INSURANCE CERTIFICATE ON FILE BEFORE PAYMENT CAN BE PROCESSED.**
4. **DO NOT INVOICE FOR A CHANGE ORDER UNLESS YOU HAVE FORMALLY SUBMITTED IT TO OUR OFFICE PRIOR TO BILLING, ONCE PROCESSED AND BOTH PARTIES HAVE SIGNED, THEN YOU CAN BILL FOR IT.**  
**VERBAL CHANGE ORDER IN THE FIELD WILL NOT BE CONSIDERED "OFFICIAL" AND INVOICES FOR THOSE CHANGES CANNOT BE PROCESSED FOR PAYMENT.**