

EXHIBIT B

CONLON CONSTRUCTION CO.

BILLING PROCEDURES

SUBCONTRACTORS

- Submit a Schedule of Values per CSI Numbers referenced within Article 8 of your Subcontract Agreement.
- Submit on or before the **20th** day of each month.
- **Provide two (2) notarized copies** - Submit on AIA Form G702, G703 and Supplement Sheet Page 3. (Copies provided herein.) **NOTE: Supplement Sheet 3 must include all Subcontractors and Suppliers over \$5,000 in value!**
- Submit to: Conlon Construction Co.
Attn: Accounts Payable
P. O. Box 3400
Dubuque, IA 52004-3400
- Lien Waivers - 1st Application: Provide conditional Lien Waivers from all Suppliers of materials and services **over \$5,000.00** in value.

2nd and Subsequent Applications: a) Provide Lien Waiver for previous payment made.
b) Provide Lien Waivers from all Suppliers for materials and services **over \$5,000.00** in value.
- **Retainage – 5% until release of retainage by Owner.**
- **Two Party/Joint Check Agreement – If Conlon is asked to issue joint checks: Conlon will only issue joint checks to financial institutions, and Conlon will charge a \$75.00 service fee for issuing joint checks per incident from the subcontractor's payment.**

MATERIAL SUPPLIERS

- Provide two (2) Invoice Copies.
- Submit invoices on or before the **20th** day of each month.

Submit to: Conlon Construction Co.
Attn: Accounts Payable
P. O. Box 3400
Dubuque, IA 52004-3400
- Lien Waivers - 1st Invoice: (Not required) Lien Waivers will not be required for Purchase Orders less than \$5,000.00 in value.

2nd and Subsequent Invoices: for Purchase Orders **in excess of \$5,000.00**, provide Lien Waivers for previous payment.

NOTE: All Billings and Change Orders MUST be broken down according to the CSI Phase Numbers (listed within) in your Schedule of Values.