



1055 First Street, Suite 200
Rockville, MD 20850
301-424-2900; FAX: 301-424-1491

Here is what you must do
to get paid promptly. . . .

⇒ **Application for Payment**

- **Send complete original AIA** (Form G702) **or equivalent format** – Application and Certificate for Payment Form.
- **DO NOT FAX**, they will not be processed.
- **We accept signed originals only.**
- Invoices should be received no later than the 22nd of the month.
- **Job name and job number MUST** be on all forms submitted.
- Make sure issued **PO numbers** are referenced or attached.

⇒ **Release of Liens & Claim Form**

- Submit completed, signed Release of Liens and Claim Form with your application for payment.
- **Any request for payment on a total contract over \$3000 must have a Release of Lien (conditional partial or conditional final) attached in order to pay.**

* *Payments are made to subcontractors once payment is received from the owner. Once payment is received from the owner, payments will be released to subcontractors in the following week check run.*

** *If there should be questions or concerns regarding your invoice or outstanding invoice(s), **please contact your Project Manager or Project Accountant** for further information at 301-424-2900.*

Thank you for your cooperation when processing payment requests!

HBW Group Accounting Department