



2311 Santa Barbara Blvd, Suite 112  
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239-244-8886

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Welcome to Sposen!

**Please note to following requirements regarding Purchase Orders & requesting Payment:**

You will be issued a PO according to the prices that were agreed upon to start. Once issued you will need to verify your PO. Once your PO is verified you will need to complete the work as scheduled and then request payment. Please do not start work without a purchase order. Once the work is marked as complete by the construction manager, you will be able request final payment. All payments will be made according to submission date our payment days are the 15th and the 1st with cutoff at 12:00pm. Check will be ready 3pm on the 15<sup>th</sup> & 3pm on the 30<sup>th</sup>.

By approving the Purchase Order (PO), subcontractor agrees that they have reviewed the plans, specs and/or selections and will complete the work required for the specific dollar amount in the purchase order. PO is issued based on subcontractor providing products and services that match the approved owner selections. If subcontractor delivers materials that are not matching that which is outlined in selections, they will be responsible for the cost of removing, replacing and re-installing the correct products. The approval of the PO is based on the dollar figure matching the budget amount, it IS NOT to verify products invoiced match the owner selections.

**Please note to following requirements to requesting payment:**

1. We pay off the amounts from the purchase orders that have been issued. We do not accept invoices.
2. Payments should be requested through our BuilderTrend System within 5 days of your completed work.
3. Payments requested by **12:00pm on the 1st** will be processed and paid on the **15<sup>th</sup>**
4. Payments requested by **12:00pm on the 15th** will be processed and paid on the **30th**.  
**✚ If the deadline lands on a weekend the deadline will be the Friday before 1st/30<sup>th</sup> at 12PM.**
5. Any payment request received after a Certificate of Occupancy is issued will not be approved for payment so make sure you request payment in a timely manner.
6. Payments made will reference our Purchase Orders in the check memo. You may want to reference our PO number on your invoice for your records.
7. DON'T FORGET - Payments should not be requested until the work has been completed.

**CONTACTS:**

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