

****VENDOR CHECKLIST****

1. Contract/PO Signed, Returned to Joe R. Jones Construction
2. W-9 form
3. Insurance Certificate for General Liability and Workers Compensation Certificate **must** state the following:
 - JRJ is certificate holder
 - JRJ is listed as additional insured with a waiver of subrogation
 - If not workers comp, please make sure WC waiver is completed
4. Submittals
5. Payroll Reports, if required
6. Statement and Acknowledgement, if required
7. Security forms, if required

JOB COMPLETION CHECKLIST

1. As-Builts
2. Closeouts
 - Please mark divisions and sections
3. Substantial Completion Date and/or actual completion date
4. Warranties as per specifications and contract documents

****ALL ITEMS LISTED MUST BE ON FILE BEFORE A VENDOR BEGINS WORK****

**** It is the Subcontractor's responsibility to make sure that all requirements as required by subcontract agreement and contract documents have been met. All invoices must be turned in with proper paperwork and in the time allotted. Before any invoice can be processed, JOE R. JONES CONSTRUCTION COMPANY must have in our office the following items as previously stated above:**

- (1) A SIGNED CONTRACT
- (2) CURRENT INSURANCE WITH CORRECT INFORMATION AND
- (3) JOE R. JONES CONSTRUCTION COMPANY LISTED AS CERTIFICATE HOLDER AND
ADDITIONAL INSURED WITH WAIVER OF SUBROGATION, WC WAIVER IF REQUIRED
- (4) W-9
- (5) ANY OTHER FORMS OR SPECIAL REPORTS AS STATED IN CONTRACT. ******