



Valued Subcontractor:

If you received an AGREEMENT it is because Majestic Builders does not have a comprehensive agreement on file for your company (only one Agreement needs to be on file). This Agreement is necessary, even if you have done work in the past for Majestic Builders. *Note: this document is already signed by Majestic Builders, you still need to review the AGREEMENT and complete the following items:*

- Initial each page
- Sign the last page, include your title
- Check business type
- Enter either EIN or SSN on the appropriate line
- Enter your subcontractor license number(s) and issuing state(s) on the line provided

When the AGREEMENT is complete, please send two copies back to Majestic Builders as follows:

- One (1) signed, original, hard copy mailed to our office: 252 W. 600 N., Spanish Fork, UT 84660
- One (1) email/digital copy to: accounting@buildmajestic.com. Be sure and keep a copy of the signed AGREEMENT in your files.

Please review and sign the attached Work Order. You will receive this project specific document for each new project you work on with Majestic Builders. It will reference the AGREEMENT but no additional AGREEMENT is needed. Note: this document is already signed by Majestic Builders; all you need to do is sign and return one copy back to Majestic Builders as follows:

- Scan and email a copy to: accounting@buildmajestic.com

Be sure to keep a copy of the signed Work Order in your files.

In order to ensure you receive prompt payment for work you perform, Majestic Builders must have the following information on file. Ensure you have submitted each item in a timely manner, but no later than 10-days from receiving your AGREEMENT and/or WORK ORDER (All items listed can be emailed with the exception of the AGREEMENT, which should be returned as noted above):

- Signed WORK ORDER (and AGREEMENT, if applicable) note: any changes to the AGREEMENT or WORK ORDER must be agreed to in writing by both parties or the documents will be null and void
- Copy of Utah State Professional License
- Insurance Certificates showing coverage for General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation Insurance for no less than the limits listed in the AGREEMENT (insurance should include Majestic Builders as additional insured, and any other insurance requirements and/or limits as may be required by a specific project as noted in the WORK ORDER)
- Subcontractor / supplier payment affidavit – complete **AND NOTORIZED**
- Project specific submittals, shop drawings (depending on the project a number of hard copies of the submittals may be required), and samples (if required)
- O & M manuals
- Project specific WARRANTY, undated / with no specific dates, instead include the following language on your WARRANTY: “1-year from date of substantial completion” – warranties will be turned over to the owner upon issuance of a Certificate of Substantial Completion for the project
- Lien releases will be required from each supplier on a monthly basis**

*****ALL ITEMS listed above must be submitted to Majestic Builders before ANY construction funds will be released.*****

Joint Checks will be issued to each of your sub-tier subcontractors and suppliers who has an outstanding balance.

For your information we turn in our pay requests between the 20th and 25th of each month, so we must receive a bill from you by the 15th of the month in order to be sure it gets processed.

NOTE: If applicable a Tax Exempt form is included with this information for your convenience.

If you have any questions regarding any of the above items please contact a member of our team.