

Florida Terrazzo, Inc.

Subcontractor Invoice and Check Policies

- Invoices are to be turned into the office each Friday (work must be completed before turning in an invoice – No exceptions will be made.)
- All invoices must include the following:
 1. Subdivision Name
 2. Lot Number
 3. Square Footage or Block Count
- Checks will be issued on a 2 week cycle (ex. Invoices turned in this Friday will be paid in 2 weeks.)
- Checks are issued on Fridays and may be picked up at our office between 11:00 am to 2:00 pm.

Please note that all work must be completed by Thursday when turning in an invoice on Friday – No exceptions will be made.

I have read and received Florida Terrazzo's invoice and check policies and am willing to comply with the above procedures.

Subcontractors Name: _____

Signature: _____ **Date:** _____