

## BILLING PROCEUDRES

Invoices must be submitted promptly after work is completed, and only one invoice per project is allowed. Multiple projects on the same invoice will not be accepted. **All invoices must be submitted by the 20th of the month** to be included in the next payment cycle (payments are processed on the 1st and 15th). Late invoices will be processed in the following cycle.

### Invoice Requirements

Each invoice must include the following in **one PDF file** (in this order):

1. **Casas Construction Invoice Form** (provided by us).
2. Your detailed invoice.
3. Backup for any change orders.
4. Conditional or final lien release.

Invoices submitted as separate PDFs will be rejected. Invoices can be sent by:

- **Email:** accounting@casasconstruction.com (include project name or job number in the subject).
- **In-Person:** Drop off at **2181 S Atlantic Blvd, Ste 212, Commerce, CA 90040**.

### Retention Policy

Casas Construction retains 10% of the total payment until the work is 100% complete and approved. A walkthrough will be scheduled after completion. Once approved, submit a separate retention invoice along with a final lien release for the remaining payment.

### Additional Notes

- For work starting after the 20th, invoices must be submitted immediately after completion for the next cycle.
- Late change orders billed after retention must deduct retention and include a revised retention invoice.

### Questions?

Contact **213-565-1485** or email accounting@casasconstruction.com for assistance.

Thank you,  
**Accounting Department**