



EXHIBIT C

Billing Procedures

Subcontractor shall submit one application for payment per month, rendered on or before the 17th of each month based on work completed to date. GLJ Builders shall remit payments on or before the 15th of the following month.

Prior to invoice submittal, subcontractor shall obtain approval of the Schedule of Values (Exhibit H) authorized by the GLJ Project Manager.

- GLJ must receive Payment Requests and Conditional Lien Releases no later than the 17th of each month.
- Unconditional Lien Releases must be attached to billing for previous month.
- GLJ will issue joint checks for any conditional supplier releases received unless you provide us with an unconditional release by the 7th of the month.
- Any invoices received after the 17th, will not be processed until the following month.
- GLJ WILL NOT ACCEPT FAX COPIES OF INVOICES OR LIEN RELEASES – WE MUST HAVE THE ORIGINALS.
- Prior to final payments all subcontractors must:
 - Submit Retention invoice with all appropriate lien releases
 - Submit all as-builts
 - Sign GLJ warranty and guarantee
 - Issue copies of O&M's

Send invoices to: GLJ Builders
5780 Fleet Street, Suite 130
Carlsbad, CA 92008