

SUBCONTRACTOR PAINT PACKET

- ☐ Purchase Order (PO)
 - ☐ Scope
 - ☐ Exclusions
 - ☐ Price
 - ☐ Job Duration
 - ☐ Terms of Payment
 - ☐ Lift Agreement (Must be full when completed their scope of work)

☐ Contract - If Needed

☐ Any Photos

☐ Engineer's Report/Assessment

☐ A2 or Color Rendering

☐ Paint Order/PO to Vendor

☐ WO# or SC Login Info

☐ Job Address

Closeout Items Needed to Get Paid

- ☐ Sign-off sheet with store stamp and Mgr. signature
- ☐ Min 15 pictures of the building
- ☐ Invoice emailed
- ☐ Lifts fueled up receipts turned in if they wish to get compensated.
- ☐ If a walk is required, a punch list has been given which needs to be completed prior to payment.



Version #1.0



Approved by:



Date: