

**NEVADA CONSTRUCTION SERVICES
CLOSED FOR LUNCH 12:00 PM – 1:00 PM**

**SUBCONTRACTOR'S AND MATERIAL SUPPLIER'S
INFORMATIONAL LIST**

AS A VOUCHER CONTROL COMPANY, WE ARE OBLIGATED TO COLLECT CONTRACTS, A TRUE COPY OF RELEASES AND INVOICES TO SUPPORT THE DISBURSEMENT REQUESTS. THE FOLLOWING LIST IS PROVIDED TO ASSIST YOU IN EXPEDITING THE RECEIPT OF YOUR MONIES.

- A completed voucher with authorized signatures from the general contractor and/or borrower/tenant and/or landlord, if applicable (whoever is required on our signature authorization card).
- Labor and/or materials must be completed and/or installed when the vouchers are submitted for payment.
- True copies of invoices must be attached to the voucher. A statement listing invoices is not acceptable.
- All laborers that performed work on the job site must sign off on a labor release. **Releases must be dated through the date of the invoice or thereafter.**
- A True copy of material releases must be from the supplier/vendor who supplied material for the job. If a release is conditional we are required to make the check joint. **Releases must be through the invoice date or thereafter.**
- A copy of your contract is required before payment of your first draw.
- Vouchers turned in on Friday are paid the following Friday after 1:00 p.m.
- Most projects require a 5% retainage to be withheld on each voucher submitted. Retention is released when the lien period has expired, which is 40 days after the notice of completion has been recorded. (Lien period varies by state)

IT IS OUR GOAL TO SEE THAT YOU ARE PAID IN A TIMELY MANNER AND COLLECT THE DOCUMENTS WE NEED TO DO OUR JOB. SHOULD YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT OUR OFFICE.

Reno, NV 89502 Phone: (775) 324-7733 Facsimile: (775) 324-5212
7674 W. Lake Mead Blvd. #110, Las Vegas, Nevada 89128 Phone (702) 251-1150 Facsimile: (702) 251-5918