



JJ WHITE INCORPORATED®

• **CONSTRUCTING WITH KNOWLEDGE.
SERVICE WITH INTEGRITY AND SAFETY.®**
SINCE 1920

5500 BINGHAM STREET
PHILADELPHIA, PA 19120
TEL: 215-722-1000
FAX: 215-745-6229

Dear Sir or Madame:

Our Subcontractor relationship is extremely important to JJ White. We would like to thank you for taking the time to work with us, as well as give you some information to help make your experience with JJ White run as smoothly as possible.

In order to perform any work for JJ White, and in order to get paid, we must have your signed subcontract, W-9, certificate of insurance that meets our requirements, and valid time and material (T&M) rates.

Please note that failure to adhere to any of the following guidelines for invoice submission will result in a rejected and returned invoice:

- All invoices can be e-mailed to JJ White or sent via regular mail to our main office address, listed above, Attn: Subcontracts
- All invoices should include the subcontract number for the work being performed
- All work must be invoiced immediately upon completion, and all invoices must be received in our office within 15 days of the invoice date
- Invoices must reflect 10% retainage being held for any firm price jobs over \$20,000
- Change orders that have not been pre-approved by JJ White in writing cannot be billed
- Retainage must be billed separately from any contract or change order work

On the following page, please find a brief form to complete so we can have the most up-to-date information in order to expedite your payment.

If you have any questions, please contact our Subcontract department at 215.722.1000 x1036, or e-mail us at subs@jjwhiteinc.com.

CONSTRUCTION MANAGEMENT
GENERAL & MECHANICAL CONSTRUCTION
HVAC SERVICE / FACILITIES MAINTENANCE & OPERATION
EXCHANGER HYDROBLASTING / EXTRACTION SERVICES
API TANK CONSTRUCTION & REPAIR
ELECTRICAL, SOLAR & RENEWABLE ENERGY

PHILADELPHIA, PA
NEW CASTLE, DE
SOUTH BEND, IN
TOLEDO, OH



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Vendor Name: _____

Vendor Phone Number: _____

Contact Name: _____

Remittance Address (if different from business address):

Special Status (MBE, WBE, Veteran, etc.): _____
(Please attach any applicable certification)

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