



## **Subcontractor Responsibilities**

As we embark on collaborative projects together, effective communication and shared commitment are pivotal for success. We kindly request timely submission of required documentation, including insurance proof and licensing, before project commencement. This ensures a seamless collaboration, aligning with regulatory standards and setting the stage for collective achievements.

Together, we can accomplish great things. Our joint efforts, rooted in teamwork and compliance, not only strengthen our partnership but also contribute to exemplary project outcomes. Thank you for being a vital part of our journey.

### **Payment Terms:**

Invoices *must* be sent to [ap@dadoor.net](mailto:ap@dadoor.net)

Our payment schedule occurs bi-weekly, with payments disbursed on or around the 1st and 15th of each month.

For payments around the 1st: Submit invoices by the 25<sup>th</sup>.

For payments around the 15th: Submit invoices by the 10<sup>th</sup>.

Invoices received after these deadlines *will* be paid in the next period.

***I have read and understand the Payment Terms:***

### **Retention Policy:**

For purchase orders exceeding \$5000 retention in the amount of 5% of the total billed amount will be withheld. Please note that any rounding discrepancies will be minimal and will be reconciled at the conclusion of a project.

This retention amount will be held until the satisfactory completion of the project. No payment releasing retention will be made until an invoice has been submitted and approved for payment. No payment releasing retention will be made until an invoice has been submitted for those funds and D&A Door & Specialties Inc. must have also been paid retention from our customer. No payment releasing retention will be made until subcontractor insurance certificates are current. Once those three conditions have been met, your remaining funds owed will be paid out.

***I have read and understand the Retention Policy:***

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### **Purchase Orders Required:**

Failure to provide a valid PO number on your invoices may result in a delayed payment. We strive to maintain timely and efficient payments to our valued subcontractors, and your cooperation in adhering to this requirement will greatly contribute to achieving this goal.

***I have read and understand the Purchase Order Requirement:***

### **Document Compliance:**

Failure to maintain current documents on file may result in payment delays. We understand the importance of timely compensation for your valuable contributions to our projects, and adherence to this policy will significantly contribute to the smooth processing of payments. Please take proactive measures to keep all required documents up to date. Our accounts payable department will regularly review records for compliance, and any discrepancies may affect the payment timeline.

Some projects may necessitate adherence to Davis-Bacon wages, certified payroll, insurance coverage exceeding that outlined in Exhibit A to the contractor agreement, and the completion of waiver forms.

While we strive to communicate all project-specific requirements well in advance of mobilization, unforeseen circumstances may occasionally impact our ability to provide extensive notice. However, our team is dedicated to doing our best to inform you of any such requirements before the commencement of a project.

***I have read and understand the Document Compliance:***

### **Warranty Work:**

**Warranty Period:** Installations are covered by a 1-year warranty against defects in both materials and workmanship, effective from the date of installation or substantial completion of the project.

**Responsibility:** Warranty service will be conducted by the original installer, whenever possible.

**Return of Materials:** Defective materials may be required to be returned to the D&A Door & Specialties Inc. warehouse. In some instances, we must return the item to the manufacturer. Confer with the salesperson and/or warehouse for specific requirements.

**Exclusions:** This warranty does not cover damage resulting from misuse, external events, or unauthorized modifications.

***I have read and understand Warranty Work:***

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## **Subcontractor Responsibilities**

### **Statement of Understanding and Acknowledgment**

This Agreement represents a formal understanding between the parties involved. I, the undersigned, affirm that I have read, understood, and evaluated the terms and conditions of this Agreement in their entirety. I acknowledge that I have been given the opportunity to consult with legal counsel or other advisors of my choice before signing this document.

By signing below, I agree to all terms and conditions set forth in this Agreement and commit to adhere to them fully in the pursuit of our common goals.

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_