



Industries, Inc.

“You **Dream** it, we **Build** it!”

Re: Payment Procedure

We at Cobalt Industries, Inc. would like to outline for you our payment procedures in order to assist the payment process.

In order to allow for quick and easy payments, we ask that any monies owed be shown on an invoice stating the project name, date of work or deliveries, original contract amount and amount due at this time. We will not be making payments without a written record or request.

These invoices need to be in to us by the 15th of the month in order to be included in our monthly requisition to the Project Owner. At the time we receive our payment from the Owner, we will submit a check to you for the amount invoiced within 45 days of the original requisition.

We also require the signing of a Waiver of Lien at the time of each payment. No other checks will be distributed until we receive the signed paperwork from the previous month. Upon the completion of the Project, there will be one Final Release to be signed to relinquish any obligations to this job.

We thank you in advance for your cooperation and are confident these procedures will be beneficial for all of us.