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## SUBCONTRACTOR PROJECT CHECKLIST

- 1) Vendor Information Form completed and returned \_\_\_\_
- 2) Certificate of Insurance, naming The Franklin Corporation as Additional Insured and listing any relevant endorsements (note: If under subcontract, you must also name the Project Owners and the Project) \_\_\_\_
- 3) W-9 Form completed and returned \_\_\_\_
- 4) Subcontract signed and returned along with Project Manager Contact Information \_\_\_\_
- 5) Submit "Statement of Intent to pay Prevailing Wage", if required \_\_\_\_
- 6) Submit Subcontractor Safety Plan and Information \_\_\_\_
- 7) Reviewed and acknowledged The Franklin Corporation's Safety Plan \_\_\_\_
- 8) Invoices must be received by the 25<sup>th</sup> of every month. If under subcontract, a "Progress Billing Statement" (Attachment C) must be included with your invoice \_\_\_\_
- 9) Conditional Lien Waiver must accompany each invoice \_\_\_\_
- 10) Unconditional Lien Waiver must be returned after payment has been received \_\_\_\_
- 11) Provide Submittals, if required \_\_\_\_
- 12) Provide Bonding, if required \_\_\_\_
- 13) Provide Prevailing Wages Statements, if required \_\_\_\_

**Items 1 through 6 must be on file with us prior to your first draw request.**