



## Hulcher Services, Inc. Subcontractor Invoicing Procedures

The following criteria must be met when invoicing Hulcher Services, Inc.

- A daily work report, showing the hours worked for each piece of equipment and employee, must be signed by a Hulcher supervisor for each day worked
  - DWR must show actual start and stop times
  - DWR must be included as backup/support with invoice for **every** day worked
- A purchase order number is required on every invoice in order for payment to be made. (Optional: Hulcher job number and name of person placing order)
- A separate purchase order will be issued for each Hulcher job number. Each purchase order number must be billed on a separate invoice
- Hulcher may only be billed for the actual number of hours worked as shown on the signed daily work report(s)
- Invoice must show a breakdown of the individual hours and rates for each piece of equipment or person billed (Show the math – total hours \* rate)
- If invoice is based on a bid or lump sum charge, a signed copy of the bid or proposal is required with the invoice
- Complete backup (receipts, invoices, load tickets, etc.) is required for all pass-through items
- Invoices should be delivered or mailed to the Hulcher division location that placed the order
- Overtime may be charged on people **only**, not on equipment
- A per diem expense can be billed to recover meals and/or lodging expenses only when actual expenses are incurred (i.e. If meals were provided and lodging was not used, a per diem should not be charged)

The following criteria must also be acknowledged.

- No kickbacks, direct or indirect, to either company or to the employees of either company will ever be tolerated. No gratuities shall be offered, solicited, given, or accepted as a quid pro quo for hiring services or leasing equipment/vehicles.
- The basic rates charged Hulcher for work or services hired and equipment leased in the ordinary course of business shall be no greater than the subcontractor's standard published/advertised rates (if any); and if rates are not published, no higher than subcontractor's usual and customary rates.
- Subcontractor acknowledges and agrees that certain safety standards, indemnification requirements, employee drug tests and identification procedures, and retention of records underlying charges may be required by Hulcher's customers including the mandate that Hulcher's subcontractors also comply with such customer standards, requirements, and procedures.

I/We, the undersigned, acknowledge that I/we have read and understand the Subcontractor Invoicing Procedures and additional criteria as described above, and will follow them in future billings of Hulcher Services, Inc.

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Signature

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Date

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Title

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Company Name

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Print Name