

YOUR COMPANY

STANDARD OF OPERATIONS

It is the policy of YOUR COMPANY that the Standard of Operations will be enforced and must be followed by any trade contracted by YOUR COMPANY.

Work Order:

- Before any work can begin a Work Order must be signed.
- A Work Order is a document which contains the agreed upon charge and the scope of work expected. This document shall be signed by the Subcontractor, and a YOUR COMPANY Rep.
- A warranty in writing will be required by Subcontractor and stated clearly with in the bid.
- The Subcontractor is to give a total price to complete the scope of work. This figure is the amount Ventura Homes will pay, and no additional funds will be given to the Subcontractor if his scope of work does not change.
- Any changes to the scope of work beyond what is normally preformed by the Subcontractor must be listed on this form with additional price.
- Again this is the amount that will be paid. If the scope of work should change, whatever the reason be, a **Change Order** must be created and signed for the Subcontractor to be paid.

Change Order:

- A Change Order is a document which shows how the scope of work is to change and the amount requested to produce this change. This document shall be signed by the Subcontractor, and a YOUR COMPANY Rep.
- It is the Subcontractor's responsibility to let any customer of YOUR COMPANY know what they are requesting is outside the scope of work written in the Work Order.
- If a Subcontractor seeks additional funds from Ventura Homes a Change Order is the only way to achieve those funds. YOUR COMPANY will not pay any monies above the Work Order without a Change Order.

Invoicing:

- A Subcontractor must provide YOUR COMPANY with a detailed invoice in order to receive funds.
- This invoice must be in by 7:00 pm on Wednesday by fax [985-845-7510], email [venturahomes@charter.net], or dropped off at the office of YOUR COMPANY.
- If the Subcontractor is being paid in intervals he must provided an invoice at each draw.
- The invoice must be detailed and reflect work through close of business Thursday in order to receive payment Friday.
- Any invoice turned in after the deadline will be paid the following Friday.
- Ten percent of the total amount will be held back until completion of the house or until a point is reached where the work is considered complete. (i.e. The framer will receive the final 10% after sheetrock is installed.)

Insurance:

- Payment will not be made until YOUR COMPANY is provided with a certificate of insurance that specifically list YOUR COMPANY as additionally insured. YOUR COMPANY should also be listed as the Certificate Holder. The amount of General Liability must be 500,000/1,000,000 or greater.
- An original copy must also be mailed to YOUR COMPANY.
- A Hold Harmless Agreement must also be signed in conjunction with the Certificate. To be provided by YOUR COMPANY.
- This process shall be updated periodically as requested.

Labor Daily Log:

- Upon arrival and departure of the work site, the sub-contractor must log-in and log-out on the Labor Daily Log. The log should reflect your company name, trade, and total number of employees on the site at any given time.
- It is in your best interest that the log be accurately filled out to avoid liability during your off hours. Failure to properly fill out the site log will result in a penalty of \$25.00 per incident.

No Shows:

- Sub-contractors are expected to be on the job site in a timely manner. If the sub-contractor is unable to be at the job site at a specified time, a phone call to a YOUR COMPANY representative is required. "No Shows" without sufficient notification will result in a \$50 deduction from pay for each day.

End Date:

- Upon award of contract, an end date of scheduled work will be provided by the sub-contractor. Failure to complete the duties on time will result in a 5% deduction off of the total price of the contract per day.
- Extenuating circumstances will be considered with a written explanation submitted to a YOUR COMPANY representative before the end date is reached.

I have read and understand the policies of this document.

Company Name: _____

Print Name: _____

Sign Name: _____

Title: _____