

## Invoicing and Payment Guidelines

### Contacts:

Silver Carpentry (1997) Limited  
129 Rowntree Dairy Road  
Unit 10, Woodbridge, ON L4L 6C9

T | 905.850.1982

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Vince DeBlasi  
Controller | Accounts Payable

Shiji Mendez  
Project Administrator | Administration (Price List Distribution, Pay Slip Distribution, Invoice Processing)

Michael da Silva, michael@silvercarpentry.com  
Project Coordinator | Estimate Reports, Health & Safety

Marian Marcante  
Project Coordinator | Estimate Reports

David Rubino  
Project Manager | Work Assignment, Estimate Reports and Other Inquiries

### Invoicing and Payment Schedule

[2018 Payment Schedule](#)

### WSIB Clearances:

Piecework companies must provide WSIB clearance slips prior to the commencement of work and renew on February 15, May 15, August 15 and November 15. Clearance slips expire on February 19, May 19, August 19 and November 19.

### Union Clearances:

Piecework companies must provide union clearance slips prior to the commencement of work and every 90 days thereafter to coincide with WSIB clearance requirements.

### Pricing:

Upon assignment of a house, contact Shiji Mendez at our office. Shiji will distribute a price breakdown for the model that is assigned by email, fax or made available for pick-up at our office. The site foreman will not be involved with standard take-offs and pricing. They are only involved with lot specific extras (walkouts, etc.) or on-site changes (hourly repairs, late changes, etc.)

Unless agreed upon, pieceworkers should not be filling out invoices with their own numbers. If there is a disagreement with Silver Carpentry's take-off, pieceworkers should bring it to our attention on a separate sheet of paper. Not on a union invoice. Or, invoice as per Silver Carpentry's take-off and we will resolve any discrepancies on a future invoice.

### Lot Specific Extras (ex. walkouts, elevation upgrades etc.):

- The site Foreman gives the Pieceworker a Work Order.
- The Pieceworker invoices Silver Carpentry's office with a copy of the Work Order.

**Hourly Extras (repairs and late changes):**

- The site foreman and Pieceworker estimate the number of hours required for the extra work.
- The site Foreman gives the Pieceworker a Work Order.
- The Pieceworker invoices Silver Carpentry's office with a copy of the Work Order.

**Method of Payment:**

Payments will be made by cheque or Direct Deposit. Cheques can be sent by mail or made available for pick-up during office hours from 9:00am to 5:00pm, Monday to Friday (excluding holidays). If you provide us with a VOID cheque, payments can be made directly to your account and our office will email you a copy of the cheque stub along with a copy of your invoice


**Invoice Submission Date:**

Invoices can be submitted by email, fax or drop-off at our office during office hours from 9:00am to 5:00pm, Monday to Friday (excluding holidays). Also, call to inquire about our after-hours drop-off. When submitting invoices, work should be completed by the Invoice Submission Date (one week prior to the Payment Date). If houses are completed in the same work week as the Payment Date, payments will be processed the following pay period.

**Invoice Date:**

Note that when filling in your Framing Invoice, it is important that the "Invoice Date" field is the date which the Piecework Company has completely finished framing on the invoiced "Lot #". If invoices are sent to our office prior to completion, we ask that the "Invoice Date" field is left blank (see example below).

We have found that Piecework Companies have created invoices which pre-date the completion of the house and have sent the Pink Invoice copy to the Union. DO NOT submit Pink Invoice copies to the Union unless the house is complete. If the invoice completion dates are incorrect or invoices are submitted to the Union prematurely, it causes confusion with the Union for remittances.



# Carpentry Sector

## Framing Invoice

Invoice Number  
XXXXXXXX

**LEAVE BLANK** ↓

**WHITE & CANARY to Main Contractor**  
**PINK to LIUNA Local 163**  
**GOLD for your records**

**Pieceworker Company Information**

Company: <u>ABC Carpentry</u>	Invoice Date: <span style="border: 1px solid black; border-radius: 10px; padding: 2px 10px;"> </span>
Address: <u>123 Weston Rd.</u>	Work Month: <u>July</u>
Owner: <u>Bob Smith</u>	B2I To (Main Contractor): <u>Silver Carpentry (1997) Limited</u>
Phone Number: <u>416-888-8888</u>	

GST #: <u>777888999RT0001</u>	Lot #: <u>11</u> Block #: <u> </u>
Builder: <u>Star Homes</u>	Model Name & Elevation: <u>3801</u>
Project Name: <u>North Estates</u> Phase: <u>1</u>	House Type (please check one)
Project Location: <u>Woodbridge</u>	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Other: <u> </u>

Appendix A	Linear Ft / Sq. Ft. / QTY	Rate	Subtotal	Appendix B	Notes
House Framing	2441	4.07	9935.	Stole Garage	<input type="checkbox"/>
Roof Pitch	9 /12 in	1367	0.53	Detached Garage	<input type="checkbox"/>
	/12 in			Walkways, Landscaps & Base Walk + 40"	<input type="checkbox"/>
	/12 in			Walkways & Base Walk + 40"	<input type="checkbox"/>
9 Ceilings	1186	0.20	237	Turners - Multi Sided	<input type="checkbox"/>
Fences	86	6.50	559	Turnets - Round	<input type="checkbox"/>
Partials				Turnets - Four Sided	<input type="checkbox"/>
Covered Balconies				Downers	<input type="checkbox"/>
Columns or Posts	7	70.58	494.	Cap Nails	<input type="checkbox"/>
				Concealed Ceilings	<input checked="" type="checkbox"/>
				Finishing Basement Walls	<input type="checkbox"/>
				Conventional Roofs	<input checked="" type="checkbox"/>
				Sunken Floors / Sunken Landscap	<input type="checkbox"/>