



12/28/2016

Welcome,

Before you start working on our jobsites there are a few documents we need from you. IT IS IMPERATIVE THAT YOU SEND THESE DOCUMENTS AS SOON AS POSSIBLE SO AS NOT TO DELAY PAYMENT. It may be helpful to forward this letter to your insurance Broker. The documents that we need are as follows:

1. **Certificate of Insurance.**

- a. Please send a Certificate of Insurance naming "Two Bulls Construction LLC DBA Edgemont Builders, 2509 N Charles St, FL 1, Baltimore, MD 21218" as the Certholder.
- b. Please add in Description of Operations: "Two Bulls Construction LLC DBA Edgemont Builders is additional insured, for both ongoing and completed operations, as respects liability arising out of the insured's operations as required by written contract or agreement. Waiver of Subrogation applies to both General Liability and Workers' Compensation policies, in favor of Two Bulls Construction LLC DBA Edgemont Builders."
- c. You can fax or email your Certificate. Minimum insurances limits are:

<u>Workers' Compensation Insurance per Statute:</u>	Statutory Benefits where the Project is Located \$500,000 Employers' Liability – Each Accident \$500,000 Employers' Liability – Policy Limit \$500,000 Employers' Liability – Each Employee
<u>Commercial General Liability:</u>	\$1,000,000 per Occurrence \$2,000,000 Aggregate. Limits must apply "Per Project".
<u>Umbrella Insurance:</u>	\$1,000,000 per Occurrence \$1,000,000 Aggregate

- d. **Workers Compensation Release.** IF YOU ARE A **SOLE PROPIETOR** YOU MUST COMPLETE THE ATTACHED **WORKERS' COMPENSATION RELEASE FORM** PRIOR TO STARTING WORK. YOU MUST ALSO PROVIDE A VALID **MARYLAND BUSINESS LICENSE.**

- 2. **W9.** Please send over a signed and completed W9 form. Enclosed is a blank W9 form for you to complete.
- 3. **Licenses.** Please send over a copy of your license for our files if you are a trade contractor. If you don't hold a trade license, then send a copy of your subcontractor's license.
- 4. **Lien Release.** Prior to final payment, you will need to complete a lien release. Attached is a copy of a sample lien release.
- 5. **Invoice.** Prior to releasing any payment, you will need to complete the payment request form. Attached is a sample payment request form.

Please note that all payments are sent via the mail on Thursday evenings for invoices submitted by the previous Friday. Unless noted otherwise, all invoices are paid on net 15 day terms.

Thank you,

Edgemont Builders

O: (443) 839-0395
F: (443) 377-7878
E: jakew@edgemontbuilders.com