

JOINT CHECK & PAYMENT AGREEMENT

To: _____

(Owner) (General Contractor)

- 1) _____ (Payee) is a sub-contractor on the following project:
Located at: _____
- 2) Payee is a sub-contractor of: _____
Name: _____
Address: _____
Who is the (Owner) (General Contractor) on the project.
- 3) Payee has a contract in the amount of \$ _____ to do the following work: _____ on the project. The contract is between payee and (Owner) (General Contractor). Payee is owed \$ _____ on the contract.
- 4) In consideration for (Your Company Name) supplying material to the project, payee authorizes and directs (General Contractor) (Owner) to pay and forward \$ _____ in the form of a joint check made payable to payee and (Your Company Name). Payment is due within 30 days of delivery.
- 5) (General Contractor) (Owner) agrees to withhold funds from the contract for the purpose of paying (Your Company Name) and will forward the funds as outlined above to (Your Address Here).

Acknowledged and agreed to by:

_____ (Payee) (Your Company Name)
By: _____ By: _____

Title: _____ Title: Corporate Credit Manager

Date: _____ Date: _____

Acknowledged and agreed to by:

_____ (Owner) (General Contractor)
By: _____

Title: _____

Date: _____

Once acknowledged, the original should be sent to:

Your Company Name
Address
Contact Name
Phone Number