

COMMERCIAL



CONSTRUCTION

CONSTRUCTION

125-G Wappoo Creek Dr., Charleston, SC 29412

To our Subcontractors:

Please complete the Subcontractor Packet as outlined below. All completed forms and insurance information must be faxed to 843-722-9947 or emailed to ethan@hjbconstruction.com. Please complete and return the following:

1. The Subcontractor Information Form
2. Form W-9
3. Contract signed and dated (if applicable)
4. Provide a Certificate of Insurance (COI) as described below

The information on the forms must be filled out **completely**. Please be sure to:

- *Type or Print all information
- *Include your zip code in your address
- *Sign the forms on all pages
- *Include the area code in your phone number
- *Provide the correct form of tax ID number (social security number or TIN)

HJB Construction only engages fully insured subcontractors. This means you must have and maintain at least the coverages below for the duration of the project. You may provide your insurance agent a copy of this letter as a reference of these requirements.

- **Worker's Compensation:** valid in your home state and the state(s) in which you will work with HJB Construction, and meeting the statutory limits for those states.
- **Employers Liability:** limits not less than \$500,000 per occurrence.
- **Commercial General Liability:** limits not less than \$1,000,000 per occurrence.
- **Business Auto Liability:** limits not less than \$300,000 per occurrence.
- **Waiver of Subrogation:** All policies shall waive rights of subrogation against HJB Construction.
- **Additional Insured:** HJB Construction must be listed as an additional insured on Commercial General Liability.
- **Certificate of Insurance (COI):** Evidence of the above coverages and conditions must be provided in form of a Certificate of Insurance issued by your carrier(s), and showing HJB Construction as Certificate Holder.

The completed subcontractor packet and the Certificate of Insurance evidencing your coverage must be submitted, reviewed and approved before you begin work on any HJB Construction project.

Our Project Managers must approve your bills before payment can be made. This may require inspection of the job. Once approved, the invoice will be forwarded for processing.

Thank you for your help. We look forward to working with you. Completion of the Subcontractor Packet will ensure that your payments are processed promptly and accurately. If you have any questions, please call us Monday – Friday, 8:00 a.m. to 5:00 p.m. EST at 843-853-6801.