

CONTRACTING INSTRUCTIONS

Dear Subcontractor:

Enclosed please find the following items:

1. An original and one copy of our **Subcontract agreement**.
2. Two copies of the **Contract Requirements & Progress Billings**.
3. Two copies of the **Subcontract Procedures**.
4. Two copies of the **Change Order Notice**.
5. **Request for Payment** form. **Make copies as needed**
6. **Guarantee Letter** form to be completed on your letterhead.
7. W-9 Taxpayer ID#. Please mark exempt box if applicable
8. Liability and Workman's Comp Certs - Certificate of Insurance for Liability must be issued for each job. McDavid Construction, Inc., PETSMART, Inc. and Landlord (if applicable) must be named as **additional insureds**. For PETSMART it should read as follows: -ADDITIONAL INSURED; PETSMART, Inc. and its subsidiaries MMI, Inc. Dba Banfield, The Pet Hotel. Include the **store number and address if applicable** under "Description of Operations"
9. No extras will be accepted for payment twenty (20) days after completion of the job.
10. Two copies of Safety Meeting Reports, English and Spanish - a copy from each of your employees need to be faxed on a weekly basis, prior to receiving your check.

Please sign both copies of the Subcontract Agreement, initial one copy of the Contract Requirements, one copy of the Subcontract Procedures and one copy of the Change Order Notice and return all these documents to our office as soon as possible. We will forward a fully executed copy of the Subcontract Agreement to you for your records after review, processing and receipt of all the required documents. An original Guarantee Letter on your letterhead, must be received in this office before final payment will be made.

Make no changes to the Subcontract Agreement or other documents. Altering the document will automatically null and void it. If you need clarification of wording or have questions, let me know.

Please review the Subcontract Procedures carefully and particularly note items number 11 and 12 as well as the required documents you must submit listed under item A. Also note the Payment Schedule under item B of the Contract Requirements.

Thank you for your cooperation in following these procedures and give me a call if you have questions concerning any matter.

Yours truly,

Kevin G. McDavid
Vice President
KGM/cjm
Enclosures