



ATTN: ACCOUNTS RECEIVABLE

JH Kelly is not responsible for obtaining lien waivers from our vendors. You, our vendor, will be responsible for submitting a lien waiver with each of your invoices. In order for the lien waiver to be valid, please follow these steps:

- The lien waiver must be signed by an officer of the company
- The dollar amount must be written in full as well as numerically in the spaces provided
- The lien waiver must be notarized
- Faxed copies can be accepted as long as the notary stamp is visible (360-423-4432)
- E-mailed copies can be sent to jhkap@jhkelly.com
- We will only accept the wording that is on JH Kelly's lien waiver
- All fields are required to be filled in

Please e-mail jhkap@jhkelly.com if you would like an electronic version sent to you, otherwise a blank copy is attached.



SUBCONTRACTOR'S REQUEST FOR PAYMENT

SUBCONTRACTOR _____
 ADDRESS _____
 PROJECT _____
 ORIGINAL CONTRACT AMOUNT _____
 CHANGE ORDERS _____
 ADJUSTED CONTRACT AMOUNT _____

JH KELLY JOB NO. _____
 YOUR INVOICE NO. _____
 CONTRACT NO. _____
 CONTRACT DATE _____
 REQUEST FOR PAYMENT NO. _____
 DATE OF REQUEST FOR PAYMENT _____
 PERIOD FROM _____ TO _____

		A	B	C = Ax B	D		E = C - D
ITEM NO.	DETAIL	CONTRACT AMOUNT	%	TOTAL AMOUNT EARNED TO DATE	PREVIOUSLY CLAIMED		THIS ESTIMATE
TOTAL							
LESS RETAINAGE							
NET							
LESS PREVIOUS PAYMENTS							
AMOUNT DUE THIS ESTIMATE							

This is to certify that the subcontractor having complied with the terms of the above mentioned contract, there is due and payable from JH Kelly, LLC the amount set after "AMOUNT DUE THIS ESTIMATE".

SUBCONTRACTOR _____

DATE _____



Unconditional Waiver and Release Upon Final Payment

Project: _____

Job No. (PO No.): _____

Upon receipt of a check from **JH Kelly, LLC**, in the sum of _____
(\$ _____), payable to _____, and when the check has
been properly endorsed and paid by the bank upon which it is drawn, this document shall become effective to
release and relinquish any and all claims, impacts, causes of action (threatened, pending or otherwise), rights to
payments, rights to lien, stop notice and/or bond right the undersigned Company (herein called "Subcontractor") may
now have or have in the future against **JH Kelly, LLC**, or its affiliates, on and with respect to the project noted above.
Subcontractor further certifies that it has been paid in full for all labor, materials, machinery, equipment, and supplies
furnished by it, directly or indirectly, in connection with the above-referenced project or site.

The undersigned, a duly authorized officer of the Subcontractor, hereby certifies and warrants that all charges
for labor, materials, supplies, equipment, licenses, and other expenses for which **JH Kelly, LLC**, the General
Contractor, the Owner or their sureties may be obligated, or for which a lien may be filed, have been fully satisfied
and paid and that Subcontractor agrees to defend and save harmless **JH Kelly, LLC**, the General Contractor, the
Owner, and their sureties from and against all suits, actions, claims, liens, or demands of laborers, mechanics,
material suppliers or others, filed or brought against any of them arising out of such materials, labor, services or
equipment supplied by Subcontractor.

Before any recipient of this document relies on it, said party should verify evidence of payment to the
undersigned.

Executed this _____ day of _____, _____.

Company: _____

By: _____

Title: _____

(SEAL)

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public for the

State of: _____

My Commission Expires:



**Conditional
Partial Lien Waiver**

JH KELLY, LLC
www.jhkelly.com

Project: _____

Job No. (PO No.): _____

The undersigned, a duly authorized officer of the company named below, (herein called "Subcontractor"), does hereby acknowledge that upon receipt by the undersigned of a check from **JH Kelly, LLC** in the sum of _____ (\$ _____)

and when that check has been properly endorsed and paid by the bank upon which it is drawn, less applicable retention and/or discounts for early payment, this document shall become effective to release and relinquish all claims, impacts, causes of action (threatened, pending or otherwise), rights to payments, rights to lien, stop notice and/or bond right for all labor performed and materials furnished by the undersigned, its subcontractors, material vendors, suppliers, agents and employees on the above-referenced project through _____.

To the extent provided in the Contract, the undersigned hereby agrees to indemnify, defend, and hold **JH Kelly, LLC**, its subsidiaries and its surety harmless from any claim, cause of action or liability by any party including but not limited to any mechanic's or materialman's lien arising from any services, equipment, material or supplies furnished through the date stated above, excluding any retention.

It is expressly understood that this waiver has been given prior to receipt of payment at the request of the payer thereof, and is therefore contingent upon receipt in due course of payment in full of the amount set forth above.

Executed this _____ day of _____, _____.

Company: _____

By: _____

Title: _____

(SEAL)

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public for the

State of: _____

My Commission Expires:
