



Job # _____
Sub Code _____
Sub: _____

SUBCONTRACTOR COMPLIANCE
STATEMENT

Included in this package are:

1. Preliminary information.
2. Insurance requirement information.
3. Original and one copy of the contract.
4. Invoice and Lien Release instructions with invoice and releases attached.
5. Letter regarding Change Orders.
6. Guarantee Form – **MUST SEND NO LATER THAN 30 DAYS FROM COMPLETION DATE.**

Please read all documents enclosed and sign in the space provided below. **This sheet must be returned with your signed contracts.**

Should you have any questions, please do not hesitate to call.

I have read the contents of this package and will comply with all instructions.

NAME/TITLE

DATE

PLEASE NOTE: IF YOU ARE REQUIRED TO SUBMIT AS-BUILT DRAWINGS AS PART OF YOUR CLOSE OUT PACKAGE, YOU MUST HAVE TWO (2) CADS OR (2) WHITE BOND PRINTS (IF YOU DON'T HAVE ACCESS TO THE CAD SOFTWARE.) FOR THOSE SUB-CONTRACTORS WHO ARE ON THE IRVINE COMPANY PORTFOLIO, PLEASE SEND 2 (CADS) AND (2) WHITE BOND PRINTS.

Rev. 11/16/06