

## **To Do List for Construction Sub-Contractor Contract Management with Product Production**

### Contracts:

#### General

- Certified Payroll
- Preliminary liens
- Notice of completion
- Performance bonds
- Insurance requirements
- Our insurance companies and what they provide
- How are we invoicing
- How are jobs estimated
- How are jobs tracked
- Are there check off lists for contracts
- How do we track that all elements related to and part of a contract have been performed
- What contract issues have come up in the past

#### Specific Contracts, get for each

- What is being built, how is it being installed
- Conditional and unconditional releases, who is providing, what are signature requirements
- Schedule for installation of our product
- Schedule for installation of others product
- Schedule of values for invoicing
- Invoicing requirements, submission dates and lag time to payments
- Special Contract requirements
- Contact at site
- Contact for A/P

### Accounts Receivable and Payable

- How are Receivables tracked
- How are Payables tracked
- Any existing spreadsheets for receivables, particularly aging
- Any existing spreadsheets for payables
- Requisition/Purchasing procedures and systems, manual and automated
- Receiving procedures and systems, manual and automated
- Inventory procedures and systems, manual and automated

### Job Costing/Standard Costing

- Where are the consistencies in product built
- How can we look at specialty items to find consistencies for standard costing

### Quality Assurance

- What standards and tolerances are in place for production
- How do we determine we are building what is requested
- How do we determine we are building it right
- What do we do with rejected product and how are actions tracked