



P.O. Box 2102
Forney, TX 75126
972-552-9475
972-564-2302

Financial Instructions Form

Part I: Supplier Release Acknowledgement

1. All supplier Final Unconditional releases must be turned in before final payment can be released.
2. Supplier Releases need to be turned in as soon as possible as to not hold up your final payment. Once you've billed/received 50% of your contract price releases will need to start being sent in at that time. Partial releases will work depending on what is left owed on your contract. Please reference Page 4 of your contract for details.
3. If a joint check is needed please get with Ashleigh Simmons as soon as possible to ensure no delay in payment.
4. All Final Unconditional Releases must be notarized
 - a. If your supplier does not have a release form Ashleigh can make you one upon request.
5. Please note that even if your supplier does not send out a Preliminary Notice a final release is still required from all suppliers listed on the Statement of Suppliers.
6. All releases need to be emailed to Ashleigh Simmons.
7. Supplier Releases are non-negotiable.

Sub initials: _____

Part II: Final Billing

1. Please be aware the subcontractor is required to bill for retainage. The GC will not automatically provide retainage payments.

Sub Signature: _____

Contact: Ashleigh Simmons, asimmons@sparksgroupllc.com
Please keep this form for future reference.