

How To Get Paid

Instructions for TJK Services Inc subcontractors

Step One: Provide a completed W-9 Taxpayer Identification Number form

Step Two: Signed Contract

Return two (2) signed copies via mail or fax to the TJK project manager. One One fully executed copy will be returned to you.

Step Three: Certificate of Insurance

Provide Certificate of Insurance for the following coverage:

Worker's Compensation or full executed Independent Contracts Form if applicable.

General Liability

Automobile Liability

See insurance requirements listed in each contract for specific job requirements.

Step Four: Additional Insured Endorsements

Provide endorsements for additional insured as required.

NOTE: Steps 1- 4 must be completed before any checks for work preformed can be issued.

Step Five: Request of Payment

You must submit your bill for payment along with any completion reports require within three days of completion of the work. Please note that some customer have very specific billing requirement and failure to bill within their time frame can result in their refusing to pay for the work. By billing with 3 days of completion with all required paper work you will eliminate any possible of this happening.