



Kerry Contractors, Inc.
5932 Bolsa Avenue #107
Huntington Beach, CA 92649
Telephone 714 891 0554
Fax 714 891 0564

*Construction Management
General Contracting
Industrial & Commercial Design*

California Contracting License 690876

To: Subcontractors of Kerry Contractors, Inc.

Re: Subcontractor "Proposal and Contract" Agreement Requirements

Thank you for your interest in working with Kerry Contractors, Inc. The following information should answer any questions you might have regarding our Subcontractor "Proposal and Contract" requirements.

Subcontracts

At such time as a Subcontract Proposal and Contract or Purchase Order is released from our office, one original and one copy are forwarded to the Subcontractor. A note is included that both copies are to be signed by an authorized agent and the company's license number is to be completed in the appropriate space. Both copies are to be returned to our main office in Huntington Beach. After execution by a Principal of Kerry Contractors, Inc., a fully signed copy is returned to the Subcontractor.

No payments are made until the fully executed documents are in our hands. If work is commenced before subcontract is signed by both parties, it is assumed that all terms and conditions of the unmodified contract have been accepted.

Please note that no cross-outs, erasures or interlineations are to be made to the contract itself or any subsequently issued change orders. If there are any questions regarding certain items, please call the project manager to discuss the matter for final resolution. Kerry Contractors, Inc. Subcontract Proposal and Contract has precedence over all others.

Change Orders

No extra work is to be performed without written directive immediately followed by a Kerry Contractors, Inc.'s Change Order or Purchase Order signed by a Principal of Kerry Contractors, Inc. Any firm proceeding with work without a written directive or a Subcontract Change Order does so completely at his/ her own risk, and is not entitled to payment for such work. Upon being invoiced, Kerry Contractors, Inc. must have on file either a signed copy of the Subcontractor Change Order or Purchase Order for payment to be made.

All subcontractors are directed to specific requirements in their specifications, General Conditions and Kerry Contractors, Inc. Instructions to Bidders in connection with the closeout of the project. In general, the following are required:

1. Warranties
2. Lien releases
3. Instructions and operation and maintenance manuals
4. As-built drawings

Please note final payment is dependent upon the satisfactory completion of the above requirements.