



Brazos Contractors & Development, Inc.
9191 Gulf Fwy, Bldg. D - 400
Houston, TX 77017
Phone (713) 947-9700 Fax (713) 337-2210

SUBCONTRACTOR DISBURSEMENT REQUIREMENTS AND PROCEDURES REQUIREMENTS

- * **All Subcontractors are required to have a Certificate of Liability Insurance on file for Auto, General Liability, and Worker's Compensation coverage naming Brazos Contractors and Development, Inc. as additional Insured, with waiver of subrogation, and 30 days' notice of cancellation**
- * **All subcontractors are required to have a completed and signed Form W-9 showing their Federal Tax Payer Identification Number**
- * **All invoices or requests for payment are required to have:**
 - Invoice Number
 - Invoice Date
 - Brazos Contract #

PAYMENT PROCEDURES

- * **Original Invoices with Invoice #, Date and Brazos Contract # are to be mailed to:**
BRAZOS CONTRACTORS AND DEVELOPMENT, INC.
Accounts Payable Department
9191 Gulf Fwy, Bldg. D-400
Houston, TX 77017

Or emailed to invoices@brazoscontractors.com

- * **Invoices not meeting the above requirements will be returned for correction.**
- * **All accounting inquiries should be made to: accounting@brazoscontractors.com**