



1145 Jefferson Green Circle
Midlothian, Virginia 23113
Phone: 804-378-8777
Fax: 804-379-4431

Fas Trac General Contractors Inc. is committed to providing excellent service to both our vendors and our subcontractors. To help streamline our practices and provide more efficient services to you, we ask that you complete the following information.

Updating the records regularly helps enable us to make sure that we have the correct point of contact for accounts payable, estimating, and project management, so there is no delay in payments or subcontracts.

We look forward to building a positive working relationship with your company!

Required Documents

IRS Form W-9

We require a completed IRS Form W-9 to be on file for all vendors/subcontractors. Please submit a completed W-9 if this is the first time you are providing services. The vendor packet is included with these instructions. Upon completion of the W-9 and other forms, please scan and email to accounting@fastracgc.com, or fax to 804-379-4431.

Certificate of Insurance

Fas Trac General Contractors Inc. requires and up to date General Liability and Workman's Compensation Certificate of Insurance on file for all subcontractors. This certificate should name Fas Trac General Contractors Inc. as additionally insured. A sample certificate is attached.

Sub agreement/Subcontract

Subcontractors will be required to sign a sub agreement prior to working on any job. A sample contract is in this packet for your review. If at any time you are scheduled for work and have not executed an agreement, please contact our office immediately.

Lien Waivers

All payments will require a signed and notarized lien waiver prior to receiving your check. You may email the waiver to accounting@fastracgc.com or you are welcome to schedule a time to pick your check up at the office and sign the waiver with our notary. A sample waiver is attached for your review. In certain situations, you may be required to submit both conditional and unconditional waivers.

Retainage

All invoices will be paid minus a 10% retainage. This ensures that the owner is completely satisfied with all of the completed work. Retainages are held until the project is completed and final payment has been received by our office.

Payments

Fas Trac will not issue any payments for work completed until we receive payment by the owner. Please ask in advance what the payment arrangements are for each project per the prime contract.

Invoices

Invoices must be submitted to accounting@fastracgc.com. If sent to any other email, there may be a delay in processing your payment. All invoices must have the job name, address of job, and your company name and address that appears on your W-9 **and** Certificate of Insurance. If the required information is missing from the invoice, it will not be entered into our system until it is corrected.

Vendor Information

Legal Name of Business (DBA) _____

Circle One: Corporation LLC Sole Proprietor Other _____

Years in Business: _____

Tax ID: _____

DUNNS #: _____

Legal Address _____

Billing Address if Different _____

Company Phone Number _____

Company Fax Number _____

Contractor's License _____

Circle One: Class A Class B Class C

Classification: _____

Construction Division Code/Codes: _____

List of work performed by or under your company _____

Tradesman/Special Certifications and License Number if applicable: _____

Distance/Jurisdictions willing to travel: _____

Primary Contact Name and Phone Number: _____

Primary Contact Email _____

Accounting Contact Name and Phone Number: _____

Accounting Email: _____

Estimators

1.) Estimator Contact Name and Phone Number _____

Estimator Email _____

2.) Estimator Contact Name and Phone Number _____

Estimator Email _____

Project Managers

1.) Project Manager Contact Name and Phone Number _____

Project Contact Email: _____

2.) Project Manager Contact Name and Phone Number _____

Project Contact Email: _____

3.) Project Manager Contact Name and Phone Number _____

Project Contact Email: _____