

# TOP 5 POINTS TO COLLECT YOUR HARD EARNED DOLLARS

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- **#1 – Always Protect Your License Status**
  - A lapse of license while work is performed results in no pay!
  - Work by an unlicensed entity gets no pay.
  - The owner can now ask for its money back.
- **#2 – Use a Written Proposal, and Then Attach the Contract**
  - The scope is the biggest cause of disputes on the project.
  - Time of performance – extinction clause
  - Payment provisions
  - Are attorneys' fees recoverable?
  - The battle of the forms – standard subcontract vs. proposal
- **#3 – Send Out a Timely 20-Day Preliminary Notice**
  - All trade contractors need to send them.
  - What do you do if you forgot at the start?
  - Make sure to follow the technical procedure.
  - Be careful of landlord-tenant work even if you are a general contractor.
- **#4 – Follow the Contract Procedure Regarding Change Orders or Disputed Work**
  - The contract will have notice requirements
  - Document the cause & effect, not just the cause.
  - Total cost vs. discrete method
- **#5 – Don't Fall Asleep After Your Work is Complete**
  - Don't believe the general contractor when they say "we will take care of you"
  - Your time runs when the project is complete; a notice of completion shrinks your time.