



## STEP BY STEP

Getting Paid Faster  
NetCSA.com - Get paid, every time.

### AT THE BIDDING STAGE – ALWAYS:

1. Determine the "Credit Worthiness" of the General Contractor and Owner.
2. Use "Risk Pricing" for each Contractor you bid (i.e. include the cost of slow payment to the bottom line of each bid.)

### IF YOU ARE LOW BID AND AWARDED A CONTRACT – ALWAYS:

1. Read the contract completely.
2. Do not sign an unfair contract without making changes to it.
3. Attach an Addendum to the Contract as necessary.
4. Commit to putting every communication in writing.
5. Set up a contract file immediately.
6. Determine and issue a Preliminary 20-Day Notice.
7. Monitor every job for a Notice of Completion.
8. Get your billing out on time.
9. Include a conditional release with your bill.
10. Call within 3 days to make sure the bill was received and is correct. (If necessary send corrected bill ASAP and re-do the release).

### IF YOU EXPERIENCE UNREASONABLE PAYMENT DELAYS – ALWAYS:

1. Review your contract for payment terms.
2. Notify Contractor of unpaid bill in accordance with your contract.
3. Continue to monitor job for Notice of Completion to assure staying in the lien period.
4. Write a collection letter, sent return receipt, state your intentions to record

### IF YOUR LIEN PERIOD IS ABOUT TO EXPIRE BEFORE PAYMENT - ALWAYS:

1. Record a Mechanics Lien and Stop Notice (if applicable) ASAP!

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For nearly 20 years the California Subcontractors Association has protected the rights of hundreds of subcontractors. The definitive source in California's subcontractor industry, CSA provides the most current and up to date contractor credit worthiness database available. With industry

proven best practices thousands of clients have benefited from our services.

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