

## **Submission Instructions for Monthly Progress Claims**

**To be emailed on the 25<sup>th</sup> of the month to:**

**[subcontracts.edm@clarkbuilders.com](mailto:subcontracts.edm@clarkbuilders.com)**

**With copy to your Project Manager**

**NOTE: NO PAYMENTS WILL BE RELEASED UNTIL YOUR SIGNED  
SUBCONTRACT IS RETURNED AND REQUIRED DOCUMENTS SUBMITTED**

### **CLAIM #1**

- Clark Builders Application for Progress Payment Form
  - *Located on Clark Builders website, Subcontractors link top right hand corner of page*
- Your invoice
- WCB Clearance Letter (if not previously submitted)
- Certificate of Insurance (if not previously submitted)

### **CLAIM #2 & SUBSEQUENT**

- Clark Builders Application for Progress Payment Form
  - *Located on Clark Builders website, Subcontractors link top right hand corner of page*
- Your invoice
- Statutory Declaration CCDC 9B
- WCB Clearance Letter

### **HOLDBACK CLAIM**

- Your Holdback Invoice
- Holdback Statutory Declaration CCDC 9B
- WCB Clearance Letter