Pat Neff and Associates, LLC
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PAYMENT POLICY ACKNOWLEDGEMENT FORM

I, _____, an *Independent Sub-Contractor*; here-in-after referred to as *"Undersigned"*, agree that I am freely agreeing to and entering into this contract between Pat Neff and Associates, LLC, and my company _____ (legal company name) in order to provide property inspection field services.

The Undersigned acknowledges that they have been provided the following information:

- **As compensation for services, Sub-Contractor shall be paid a flat fee on a per job basis in such amounts as may be agreed upon between parties from time to time. Payment will be issued to contractor on a monthly basis upon receipt of payment from PNA, LLC's client(s). In the event that a client of PNA, LLC does not provide payment for rendered services PNA, LLC is not responsible for remitting payment to Sub-Contractor. Payment disputes must be submitted within three (3) months of the work order completion date.**

- **Due to the time sensitive nature of the mortgage default industry, the clients/banks set time sensitive due dates and expect work order completions be submitted within their timeframes. In order to comply with their requirements, work order completions must be received by PNA, LLC by 11:59 PM on the inspector due date. Charge backs will be applied to work orders received after midnight on the due date. Requests for extensions must be emailed and approved in writing prior to the due date to avoid penalties. All follow-ups must be submitted back to PNA, LLC within 24 hours in order to receive payment. ZERO PAYMENT for all services rendered will be issued on returned orders that are not received by PNA, LLC within the 24 hour timeframe.**

- **PNA pays sub-contractors on a monthly basis for the work completed in the prior month. Checks are processed the first day of every month for work performed and submitted to the client between the 1st and 31st. If the 1st falls on a holiday or weekend, payroll will be processed the following business day. All invoicing issues should be sent via email to rita@patneffassoc.com.**

By signing this agreement, the Undersigned acknowledges that they understand Pat Neff and Associates' payment schedules and policies.

_____ _____ _____
Printed Full Name Legal Company Name (DBA) Date

_____
Signed Name