

[date]

Prime Vendor: [name and address of the prime vendor]

Joint Payee: [name and address of the joint payee]

Re: [Project Name] – Issuance of Joint Check Payments

To Whom It May Concern:

Faris Construction Company. ("FCC") agrees to the following procedures in connection with payments that become due to Prime Vendor with respect to the above-referenced project only. To the extent that payments become due to Prime Vendor based on applications for partial or final payments submitted by Prime Vendor and approved, in whole or in part, by FCC, the portion of the approved payment which Prime Vendor and Joint Payee indicate is due Joint Payee will be issued in the form of a joint check made payable to both Prime Vendor and Joint Payee. Upon the issuance of such a joint check, Prime Vendor shall deliver a FCC Standard Full Release, executed by Joint Payee, releasing all claims, liens, stop notices and rights-of-action, relating to the work performed or materials furnished for which payment has been received on will prepare and submit any required documentation attesting thereto that may be required by the Project Owner. This agreement shall create no direct payment obligation or other contractual relationship between FCC and Joint Payee.

Sincerely,

Project Manager
Faris Construction Company

AGREED:

SUBCONTRACTOR

JOINT PAYEE

By: _____

By: _____

Title: _____

Title: _____

Insert Notary