



CERTIFIED INSTALLER

POLICY FOR PAYMENT TERMS:

The following policy is to be adhered to by all Viewrail Certified Installers, CI Sales installers, and subcontractors.

1. Viewrail processes and sends payments every Friday. ACH payments can take 3-5 days once the funds leave Viewrail's account. There will be no processing of payments throughout the week. Typically if submission is made by Monday 8 am, payment will be made the following Friday.
2. Payment submissions must be submitted through the Installation Job Submission Google form. No email submissions will be accepted.
3. Jobs submitted for payment through our Installation Job Submission Google form with the following accurate information will be paid within 10 business days of submitting the form. The 10 business days begin once we have all of the necessary documents and information:
 - a. Supporting pictures
 - b. Invoice from the installer with a unique invoice number and WO number referenced on the invoice
 - c. The invoice matches the amount on the WO generated by the FSM
 - d. Sign off from customer if complete or FSM if partial payment is requested
 - e. All necessary documents are on file and not expired
 - i. W9
 - ii. ACH
 - iii. COI
 - iv. Code of Conduct
 - v. Contractor Agreement
4. If the above information is not on the Google Form and or the required documents are not up to date, payment **will be delayed** until the following week.