

INSTRUCTIONS

JOINT CHECK AGREEMENT

IMPORTANT: This form should be filled out electronically, printed, and then signed by applicable parties. Joint Check Agreements are not required by Sierra to issue joint checks. However, if such an agreement is needed, this form must be used. Sierra will not sign agreements on third-party forms. Email the Joint Check Agreement to the Project Administrator (*first name + last initial + @sierraind.com*) AFTER it has been signed/completed by the Subcontractor and the Sub-Tier. Sierra will sign and return the fully executed copy via email to the Subcontractor.

- 1) Name of Sub-Tier
- 2) Project Name as stated in the Subcontract
- 3) Project Address as stated in the Subcontract
- 4) Subcontractor Name
- 5) Total amount projected to supply/perform for the entire project

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In consideration of _____ **1** _____ supplying goods and materials for
(Sub-Tier)
the following project:

PROJECT NAME: _____ **2** _____

PROJECT ADDRESS: _____ **3** _____

The undersigned Subcontractor/Sub-Tier, _____ **4** _____ and
(Subcontractor)
_____ **1** _____, agree that joint check(s) will be
(Sub-Tier)

issued for payment of the invoice amount(s) covering goods and materials supplied by the Supplier, which will be approximately \$ _____ **5** _____; and, that the joint check (s) shall be issued co-payable to the Supplier and the Subcontractor in accordance with the payment terms and conditions of the Subcontract Agreement. Payment made in full to the amount listed above shall constitute a complete release of lien rights from the Supplier. Such Lien Release will be promptly given upon receipt of such payment.

Confirmed and Accepted:

CONTRACTOR:
Sierra Construction Company, Inc.

X _____
(Authorized Signature)

BY: _____
(Print or Type)

TITLE: _____

DATE: _____

SUBCONTRACTOR:
_____ **4** _____

X _____
(Authorized Signature)

BY: _____
(Print or Type)

TITLE: _____

DATE: _____

SUB-TIER:
_____ **1** _____

X _____
(Authorized Signature)

BY: _____
(Print or Type)

TITLE: _____

DATE: _____