

FISKARS, INC

TO SUB-CONTRACTORS & MATERIAL SUPPLIERS

The following is a checklist of some of the steps required under the terms of your sub-contract or purchase order agreement. Please review this list and comply with these terms. Prompt payment of your invoices depends on both your performance in the field and the compliance with these requirements.

1. All sub-contractors are required to sign and return one copy of the Sub-Contract Agreement and provide a certificate of worker's compensation, general liability and auto insurance prior the commencement of work done on the job site.
2. All sub-contractors are required to invoice Fiskars utilizing AIA form G702/703.
3. All material suppliers and subcontractors are required to render their invoice on a monthly basis to be received in our office prior to the 30th of the month unless otherwise specified in their contract.
4. Original executed partial waivers of lien covering your previous payments must be received in our office prior to the release of your current payment.
5. All sub-contractors are required to provide a sworn statement including a detailing of the supplier names and descriptions of all materials delivered to the job site or sub-contract work supplied under the contract. Partial waivers of lien from these material suppliers or sub-contractors must be received in our office covering the prior draw, prior to payment of the current draw.
6. All warranties, operation manuals and guarantees must be received in our office prior to the release of final payment.
7. Review your contract amount. No extras or changes will be approved for payment without approval by Fiskars project manager prior to performing the work.
8. Please review your submittals, shop drawings, and construction schedule immediately and upon a weekly basis. You will be held responsible for the costs to Fiskars, caused by missing these delivery dates.

Thank you for your assistance in expediting prompt processing and payment of your invoices.