

## Invoicing, billing and payment procedures

\*\*Following the completion of a tree removal project, NGPC staff, other partners staff, and the landowner will visit the site, preferably with the contractor or a representative of the contractor, to evaluate the project and determine if it has been completed satisfactorily. Following agreement on project completion, the following steps are required for payment:

- Contractor submits an invoice to the landowner (and also to appropriate NGPC or partner staff) including all necessary information (landowner name and mailing address, number of acres cleared, per acre rate and total project cost, project completion date, invoice date, and other information contractor feels is necessary)
- NGPC staff will begin payment process, which depending upon funding sources may involve several more steps and paperwork and may take 4-6 weeks.
- Landowner contributions (if any) to the tree removal project can be made immediately following project completion.
- Payments from NGPC or USFWS will be made to the landowner, who will then need to make payment to the contractor.
- If there is NRCS involvement in the project, contractors should be aware of USDA and NRCS payment processes.
- Contractors should keep in touch with the appropriate NGPC staff person and the landowner during the payment process in order to keep informed about the payment process.

NOTE: We will NOT accept invoices or make payments on partially completed projects, or on portions of projects.