



3883 Virginia Avenue
Cincinnati, OH 45227
(513) 527-4055 • (513) 527-4066 Fax

M E M O R A N D U M

To: All Subcontractors

From: Venture One Accounting
accounting@v1cinc.com
(513) 527-4055 Ext. 13

Date: _____

Re: *Early Payment Discount*

This memo is to be used as a request **ONLY**, for early payment as well as confirmation of taking the 3% discount that Venture One Construction offers. Payments may not be due to you until the end of the month or the next month but Venture One Construction offers everyone an opportunity to take a 3% discount in exchange for early payment. Provided that you have all of the correct paperwork submitted and there are no discrepancies with your payment application, then you may fill out, sign and return this memo to my attention at 513-527-4066 and we will proceed with getting payment sent out as soon as possible, upon approval by the project manager.

The 3% discount will only be taken off of what payments you are requesting early payment on, NOT YOUR TOTAL CONTRACT AMOUNT.

***Note – We must have received payment from the owner, the correct paperwork submitted and any close-out information not yet submitted (warranties/waivers/O&M's).**

If you should have any questions, please contact me at accounting@v1cinc.com. Thank you in advance for your cooperation.

Project Name: _____ **Pay Application #:** _____

Subcontractor/Supplier Name: _____

Taking 3% Discount: YES NO (*Please Circle*)

Signature: _____ **Date:** _____

(By signing, you are agreeing to take a 3% discount on payments due to you for the specified pay application.)

**** This is a REQUEST ONLY for early payment. It is at Venture One's discretion whether payments will be released or not. You may follow up though email at accounting@v1cinc.com to check status of early payment.**