



ADDRESS  
75 Ardelt Place  
Kitchener, ON N2C 2C8

TELEPHONE  
519-893-3300  
Fax: 519-893-8784

WEB  
E mail@jdlandworks.com  
www.jdlandworks.com

### How to Get Paid

#### Value of Work or Purchase Below \$500.00

Always obtain an email from the purchaser at Landworks giving permission to proceed with the work. Once finished with the work, please include with your invoice:

- 1) WSIB clearance certificate
- 2) Supporting quality control documentation and pictures (if required)

#### Value of Work Exceeding \$500.00

Always obtain an email from the purchaser at Landworks giving permission to proceed with the work. Once finished with the work, please include with your invoice:

- 1) WSIB clearance certificate.
- 2) Copy of Landworks signed purchase order.
- 3) Current liability and other applicable insurance certificates.
- 4) Supporting quality control documentation and pictures (if required)
- 5) Updated schedule of values (if in progress draw), or,  
Copy of original estimate provided to Landworks.

#### Value of Purchase Exceeding \$500.00

Always obtain an email from the purchaser at Landworks giving permission to order or supply the material. Once ready to invoice, please include with the invoice.

- 1) Copy of Landworks signed purchase order.
- 2) Supporting quality control documentation and submittal brochures (if required).

#### Invoices

Send all invoices to: Invoices Sent To:  
Landworks  
75 Ardelt Place  
Kitchener, ON  
N2C 2C8  
Ph: (519) 893-3300 Fax: (519) 893-8784  
E-mail:  
donna@jdlandworks.com

**ALWAYS INCLUDE THE PURCHASER IN YOUR EMAIL. ALWAYS SEND INVOICES AS SOON AS POSSIBLE. IF INVOICES ARE SENT 30+ DAYS AFTER THE WORK OR PURCHASE IS COMPLETED, YOU MAY HAVE MISSED OUR INVOICE CYCLE TO THE CLIENT, AND WILL NOT BE GUARANTEED A PAYMENT DATE.**