

PURE | BUILDING  
GROUP

Custom Homebuilding. Redefined

## MONTHLY BILLING PACKAGE

(REFERENCE ONLY)

SAMPLE ONLY

## TABLE OF CONTENTS

Introductory Letter	01
Monthly Billing	02
Monthly Billing Report	03 - 04
Statement of Accounts	05
Payment Options	06
Supporting Documentation	
- Cost Index	07
- General Condition Summary	08

SAMPLE ONLY

**INTRODUCTORY LETTER**

Dear Client,

On behalf of the PURE Building Group Team, we present to you our Construction Progress Billing Package for xxx xxxxxxxx xxxxx, xxxxxxxx , including detailed progress and invoice supporting documentation.

We would like to thank you for your business. It is truly our pleasure to serve you and we look forward to enhancing this working relationship in the future.

Please do not hesitate to contact us directly should you have any questions.

Regards,

*Justin Bahou*

Justin Bahou  
CEO | PURE Building Group

*Emil Simeonov*

Emil Simeonov  
CFO | PURE Building Group

**MONTHLY BILLING**

XXXX DATE XXX | XXXX PROPERTY ADDRESS XXX

**PURE Building Group**  
**Construction Management Ltd.**  
 356 Four Valley Drive Issue Date 31-Mar-23  
 Concord, ON L4K 5Z1

**Invoice #:** Invoice #:  
**Issue Date:** Issue Date:  
**Due Date:** Due Date:  
**Terms:** Terms:

Date	Service / Item Description	Amount
DD/WW/YYYY	Progress billing for work performed under main construction contract per enclosed cost index	114,962.00
<b>Subtotal</b>		114,962.00
<b>HST - Ontario @ 13% (#785967290)</b>		14,945.07
<b>Total</b>		<b>129,907.18</b>

MONTHLY BILLING REPORT

XXXX DATE XXX | XXXX PROPERTY ADDRESS XXX

Service/ Category	Approved Budget	Prior Progress		Current Progress		Subtotal To-Date		Remaining Approved	
	DD/MM/YYYY	%	\$	%	\$	%	\$	%	\$
Professional Services	32,980	91%	30,094	3%	943	94%	31,037	6%	1,943
General Conditions	58,563	47%	27,335	6%	3,558	53%	30,892	47%	27,670
Miscellaneous Items	5,000	42%	2,098	7%	374	49%	2,472	51%	2,528
Site Servicing	34,900	38%	13,100	-	-	38%	13,100	62%	21,800
Tree Clearing	6,600	100%	6,600	-	-	100%	6,600	-	-
Shoring	54,500	100%	54,500	-	-	100%	54,500	-	-
Earthwork	81,258	100%	81,238	-	-	100%	81,238	-	-
Dewatering	1,800	96%	1,719	-	-	96%	1,719	4%	81
Foundation & Concrete	307,130	99%	303,572	0%	1,533	99%	303,504	1%	2,025
Waterproofing	13,844	100%	13,844	-	-	100%	13,844	-	-
Caulking	4,300	-	-	-	-	-	-	100%	4,300
Wood Framing Labour	108,763	93%	100,965	-	-	93%	100,965	7%	7,798
Wood Framing Materials	267,140	97%	259,269	0%	123	97%	259,391	3%	7,749
Structural Steel	105,865	100%	105,865	-	-	100%	105,865	-	-
Windows	149,404	89%	133,003	-	-	89%	133,003	11%	16,400
Skylights	13,285	98%	13,080	-	-	98%	13,080	2%	205
Roofing	60,463	88%	53,225	-	-	88%	53,225	12%	7,238
Fireplaces	11,910	100%	11,910	-	-	100%	11,910	-	-
Electrical	103,821	-	70,000	-	-	67%	70,000	33%	33,821
Insulation	66,531	77%	51,080	-	-	77%	51,080	23%	15,271
Drywall	40,000	100%	40,000	-	-	100%	40,000	-	-
Metal Framing	8,500	100%	8,500	-	-	100%	8,500	-	-
HVAC	92,269	94%	85,161	6%	5,108	100%	90,269	0%	-
Eavestrough & Fascia	34,810	61%	21,162	-	-	61%	21,162	39%	13,648
Exterior Doors	28,496	18%	5,188	-	-	18%	5,188	82%	23,308
Hardwood Flooring	49,785	100%	49,785	-	-	100%	49,785	-	-
Masonry	231,104	62%	143,819	1%	1,300	63%	145,119	37%	85,985
Exterior Cladding	13,855	100%	13,855	-	-	100%	13,855	-	-
Plumbing Fixtures	42,109	47%	19,726	-	-	47%	19,726	53%	22,383
Plumbing Labour	50,440	80%	40,272	-	-	80%	40,272	20%	10,168
Interior Stairs	35,170	87%	30,750	-	-	87%	30,750	13%	4,420
Railings	32,875	10%	3,250	-	-	10%	3,250	90%	29,625
Radiant Heating	45,800	20%	9,274	75%	34,417	95%	43,691	5%	2,109
Millwork	309,925	52%	159,925	-	-	52%	159,925	48%	150,000
Automation	150,368	32%	48,822	21%	31,777	54%	80,599	46%	69,768
Other Specialties	1,543	100%	1,543	-	-	100%	1,543	-	-
General Labour	7,000	50%	3,524	-	-	50%	3,524	50%	3,476

**MONTHLY BILLING REPORT**  
 XXXX DATE XXX | XXXX PROPERTY ADDRESS XXX

Service/ Category	Approved Budget DD/MM/YYYY	Prior Progress		Current Progress		Subtotal To-Date		Remaining Approved	
		%	\$	%	\$	%	\$	%	\$
Title	18,137	-	-	100%	18,137	100%	18,137	-	-
Hardware	808	-	-	100%	808	100%	808	-	-
<b>Subtotal Direct Construction Costs</b>	<b>2,678,848</b>	<b>75%</b>	<b>2,017,053</b>	<b>4%</b>	<b>98,077</b>	<b>79%</b>	<b>2,115,130</b>	<b>21%</b>	<b>563,719</b>
Site Supervision	57,000	92%	52,250	8%	Project-Specific	100%	57,000	0%	-
Project Management	57,000	92%	52,250	8%	Project-Specific	100%	57,000	0%	-
Construction Management Fee	209,091	96%	209,705	4%	Project-Specific	100%	209,091	0%	-
<b>Subtotal Construction Costs (Net of HST)</b>	<b>3,001,939</b>	<b>77%</b>	<b>2,323,259</b>	<b>4%</b>	<b>114,962</b>	<b>81%</b>	<b>2,438,221</b>	<b>19%</b>	<b>563,719</b>

SAMPLE ONLY

**STATEMENT OF ACCOUNT**  
XXXX DATE XXX | XXXX PROPERTY ADDRESS XXX

Date	Balance Item Description	Amount
DD-MM-YYYY	Opening Balance	137,937.89
DD-MM-YYYY	Payment Received	162,062.11
DD-MM-YYYY	Construction Monthly Billing - DD-MM-YYYY	(129,907.18)

Current Account Balance	170,092.82
Required Account Balance per Contract	(300,000.00)
<b>Total Payment Required</b>	<b>(129,907.18)</b>

## PAYMENT OPTIONS

### Payments Administration

As the Construction Manager for the project, our focus is on managing all construction aspects of the Work, including trade payments, lien holdbacks and customer reporting, however, the responsibility for the financing of actual construction costs rests with the client.

To reduce the impact to our clients of carrying a significant upfront deposit for the duration of construction work, the amount of the advance on the project is only designed to cover the minimum required current and upcoming costs. As such, in order for the construction schedule to be executed per plan and without delay, all progress billing packages must be paid on time, as indicated in each Progress Billing. Amounts that remain unpaid past the indicated due date are subject to 1) Royal Bank of Canada prime rate plus 2% per annum for the first 60 days overdue and 2) Royal Bank of Canada prime rate plus 4% per annum thereafter.

### Wire and EFT Payments

The primary payment method, per contract, is via Wire or EFT transfer to our account by the invoice / payment due date as follows:

Recipient Name	PURE Building Group Construction Management Ltd. 356 Four Valley Drive, Concord, ON L4K 5Z1
Institution	XXXXXXXXXX
Transit Number	XXXXXXXXXX
Account Number	XXXXXXXXXX
SWIFT / BIC	XXXXXXXXXX
Branch Address	XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

### Cheque Payments

We understand that it is not always possible to submit payment via Wire or EFT transfer and will accommodate cheque payments, provided such are received 5 business days prior to the invoice / payment due date, to allow for clearing, at the following address:

PURE Building Group Construction Management Ltd.  
356 Four Valley Drive, Concord, ON L4K 5Z1

### Credit Card Payments

As a convenience option for the payment of minor invoices / amounts, we offer our customers the option to pay such via credit card, provided the request is received 5 business days prior to the invoice / payment due date, to allow for clearing. Please note that a 3% credit card processing fee will be added to the amount charged to your credit card to reimburse PURE for the additional cost.

**SUPPORTING DOCUMENTATION**

**COST INDEX**

XXXX DATE XXX | XXXX PROPERTY ADDRESS XXX

<b>Date</b>	<b>Trade/ Vendor Name</b>	<b>Service/ Item Description</b>	<b>Amount</b>	<b>Ref #</b>
DD-MM-YYYY	Sample Vendor	General Conditions	3,557.74	7.1
DD-MM-YYYY	Sample Vendor	Miscellaneous Items	373.74	7.2
DD-MM-YYYY	Sample Vendor	Foundation & Concrete	832.50	7.3
DD-MM-YYYY	Sample Vendor	HVAC & Radiant Heating	39,525.00	7.4
DD-MM-YYYY	Sample Vendor	Masonry Labour	1,300.00	7.5
DD-MM-YYYY	Sample Vendor	Professional Services	942.50	7.6
DD-MM-YYYY	Sample Vendor	Foundation & Concrete	700.00	7.7
DD-MM-YYYY	Sample Vendor	Hardware	808.20	7.8
DD-MM-YYYY	Sample Vendor	Wood Framing Materials	122.72	7.9
DD-MM-YYYY	Sample Vendor	Tile	4,971.38	7.10
DD-MM-YYYY	Sample Vendor	Tile	1,717.73	7.11
DD-MM-YYYY	Sample Vendor	Tile	11,448.02	7.12
DD-MM-YYYY	Sample Vendor	Automation	1,011.50	7.13
DD-MM-YYYY	Sample Vendor	Automation	687.96	7.14
DD-MM-YYYY	Sample Vendor	Automation	29,623.88	7.15
DD-MM-YYYY	Sample Vendor	Automation	453.68	7.16
<b>Subtotal Direct Construction Costs</b>			<b>98,076.56</b>	
DD-MM-YYYY	Site Supervisor	Project-Specific	-	n/a
DD-MM-YYYY	Project Manager	Project-Specific	-	n/a
DD-MM-YYYY	Construction Management Fee	Project-Specific	-	n/a
<b>Subtotal Construction Costs (Net of HST)</b>			<b>114,962.11</b>	
n/a	Less: Owner Procured Items Above		-	
<b>PURE Portion of Subtotal Construction Costs (Net of HST)</b>			<b>114,962.11</b>	

**SUPPORTING DOCUMENTATION**  
**GENERAL CONDITION SUMMARY**  
 XXXX DATE XXX | XXXX PROPERTY ADDRESS XXX

<b>Date</b>	<b>Trade/ Vendor Name</b>	<b>Service/ Item Description</b>	<b>Amount</b>	<b>Ref #</b>
DD-MM-YYYY	Sample Vendor	General Conditions - Equipment Rental	55.25	7.1A
DD-MM-YYYY	Sample Vendor	General Conditions - Temp Heating	584.70	7.1B
DD-MM-YYYY	Sample Vendor	General Conditions - Fence Rental	156.00	7.1C
DD-MM-YYYY	Sample Vendor	General Conditions - Equipment Rental	629.00	7.1D
DD-MM-YYYY	Sample Vendor	General Conditions - Temporary Toilets	281.06	7.1E
DD-MM-YYYY	Sample Vendor	General Conditions - Temp Heating	584.25	7.1F
DD-MM-YYYY	Sample Vendor	General Conditions - General Labour	463.92	7.1G
DD-MM-YYYY	Sample Vendor	General Conditions - General Labour	64.37	7.1H
DD-MM-YYYY	Sample Vendor	General Conditions - General Labour	492.79	7.1I
DD-MM-YYYY	Sample Vendor	General Conditions - General Labour	246.40	7.1J
<b>Subtotal Direct Construction Costs</b>			<b>3,557.74</b>	

SAMPLE ONLY

SAMPLE ONLY