

PAYMENT SCHEDULE For Public Nuisance Abatement Contractors

The following is an outline of the guidelines for receiving payment, for contractor services, from the City of Yukon's Development Services Office.

All work performed must be by properly approved and performed by qualified individuals, companies and corporations. ***Copies of written contract agreements between the City of Yukon and Contractor must be on file at the Development Services office.***

The following steps are required in order to receive payments for services provided to the City of Yukon Office of Development Services:

1. Invoice must be properly completed in detail, outlining work completed and approved.
 - a. **Copy of written inspection** and approval form made by designated employee of Development Services office, must be attached to Invoice submitted.
2. Inspection and approval of work performed, must be:
 - a. In written form
 - b. On file at Development Services office
 - c. Completed by designated employee of Development Services office
3. Invoice must be submitted timely by delivery to Development Services office, currently located at 334 Elm Avenue, Yukon, OK 73099
 - a. **Timely** means: Invoice must be received by Development Services Office, **no later than 14 days prior to the next scheduled City of Yukon Council meeting.**
4. Invoice must be reviewed and approved by the Yukon City Council at regularly scheduled public meetings.
5. Invoice will be paid within 10 to 14 days after date of approval and mailed to Contractor.
 - a. **Address** of Contractor will have been provided on written contractor agreements, completed prior to any work assigned and on file at Development Service office.

Yukon City Council meetings are normally held on the 1st and 3rd Tuesday of each month, a schedule can be obtained from the Development Services office.

I have read, understand and accept the above outlined Payment Schedule guidelines.

Print Name of Company

Signature of Owner/Manager

Date