Ministry of Forests, Lands, Natural Resource Operations & Rural Development

Schedule B – Contract Payment

File: 10005-40/AD23TEC016

Attachment to the Agreement with _____ for Printshop Services – Kamloops Business Area.

1. Fees

1.01 Your fees (**exclusive of any applicable taxes described in this Agreement that is a taxable transaction chargeable to the Province**) will be based on a rates per binder in the table attached (Schedule B1) during the Term when you are providing the Services.

1.02 The final quantity measurements may vary from the estimations and contract payment will be based on the actual quantities and the price(s) per Unit of Measure stated in the Schedule B1.

1.03 Notwithstanding Clause 1.02, the contract is not to exceed the total fees payable to you in accordance with this schedule in the amount of **$XXXXX** without **prior written** approval from the Ministry Representative.

2. Expenses

2.01 We will not pay any expenses to you for the completion of the Services.

3. Total Payable

3.01 In no event will the Total Payable for fees and, where applicable, expenses (exclusive of any applicable taxes described in the Agreement) in accordance with this Schedule exceed in total $10,000.00.

4. Holdback from Payment

4.01 As per the Agreement, the Province does not intend to retain a holdback from contract payments but the Province does retain the right to withhold from any payments due to you under this Agreement an amount sufficient to indemnify us against any third party claims.

5. Submission of Statement of Account

5.01 In order to obtain payment for any fees and, where applicable, expenses under the Agreement, you must submit to us a written Statement of Account in a form satisfactory to us in total satisfactory completion of the service request.

5.02 The Statement of Account(s) must show the following:

(a) your legal name, address, the date and the period of time which the invoice applies (“Billing Period”), the contract number, and a statement number for identification;

(b) the calculation of all fees claimed under this Agreement for the Billing Period, with rates, quantities, and relevant binder number and name(s) of persons providing the Services, a description of specific services/works completed during the Billing Period, including a declaration that the Services have been completed;

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SCHEDULE B

CONTRACT PAYMENT

(c) and where expenses are to be paid under this Agreement, a chronological listing, in reasonable detail and with dates, of all expenses claimed by you under this Agreement for the Billing Period with receipts or copies of receipts, where applicable, attached;

(d) if you are claiming reimbursement of any GST or other applicable taxes paid or payable by you in relation to those expenses, a description of any credits, rebates, refunds, or remissions you are entitled to from the relevant taxation authorities in relation to those taxes;

(e) the calculation of any applicable taxes payable by us in relation to the Services provided under this Agreement and for the Billing Period as a separate line item (excluding taxes paid directly by you to a supplier and which were included in the bid price);

(f) any other billing information reasonably requested by us.

5.03 Within thirty days of our receipt of your invoice, or the date we authorize payment, whichever is the latter, we must pay you fees and, where applicable, expenses for those Services we determined were satisfactorily received during the Billing Period.

5.04 Invoices are to be submitted to:

TKA.invoices@gov.bc.ca

Or by mail to:

1265 Dalhousie Drive
Kamloops BC
V2C 5Z5

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