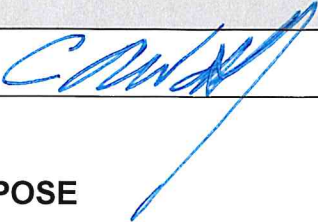


Title:	<i>Intercompany Billing</i>				
Department:	Accounting	Approval Date:	8/7/17	Revision Date:	
Approved By:			Date Approved:		
			08-07-2017		

1. PURPOSE

This document serves to clarify the means by which shared employees, material, and equipment will be billed between the companies.

2. SCOPE

Executives and managers who “lend” employees or equipment to another related company. This policy is covering billing for lending of employees for the benefit of both parties and to maximize the use of our employees to help avoid layoffs and being sent home for lack of work.

3. DEFINITIONS (IF APPLICABLE)

NONE

4. RESPONSIBILITIES

It is the responsibility of each company executive/manager to create a job for any instance where labor and or materials will be used by a related company. All labor and materials will be charged to that job and billed within 10 days of the job being completed.

5. POLICY/PROCEDURE

It is the intent to bill related companies for labor at the actual rate paid to employees plus 30% and materials will be billed at the actual rate. There will be no charges for use of equipment between the companies. If there is an instance where the related companies labor/materials is bid and the charges are being passed on to the customer, normal rates will apply as they were bid.

6. ADMINISTRATION

The Accounting Department is responsible for administering this policy. If you have any questions regarding this policy, please contact the accounting department.

7. REFERENCE ITEMS

NONE