



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS • DESIGN-BUILD CONTRACTORS

## MEMO

**TO:** Distribution List Below  
**FROM:** Larry Northup, Executive Vice President  
**RE:** Subcontractor Employee Leasing  
**DATE:** December 15, 2005

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Effective today, we will require you to report any contract labor sources (employee leasing) to be used on each Greenhut project. At the beginning of each project, we will ask you to provide written notice of labor sources you plan to use. We will require a lien waiver at the end of each month to be provided with your pay application from your contract labor provider.

For projects started before today's date, we ask you provide written notice of any labor sources you are using or plan to use. You will need to begin providing lien waivers for these labor sources with your next pay application.

If you have any questions or concerns, please feel free to contact me at our office (850) 433-5421.

LSN/mt

cc: All Subcontractors  
Greenhut Procedure Manual  
Greenhut Project Managers  
Greenhut Superintendents

**GREENHUT CONSTRUCTION**  
**SUBCONTRACTOR EMPLOYEE LEASE**  
**PARTIAL WAIVER OF LIEN**

KNOW ALL MEN THESE PRESENT, that the undersigned, \_\_\_\_\_  
(Labor Source)

for and in consideration of the sum of \$10.00 and other consideration,

received from \_\_\_\_\_, lawful money of the  
(Subcontractor Name)

United States of America, to the undersigned in hand paid, the receipt whereof is hereby

acknowledged, does hereby waive, release, remise and relinquish the undersigned's right

to claim, demand, impress or impose a lien or liens in the sum of \$10.00 and other

consideration for labor furnished up to \_\_\_\_\_, on the following described  
(Pay Application Date)

property \_\_\_\_\_.  
(Project Name)

This is a Waiver of Lien by the undersigned for labor furnished up to the date mentioned and shall not operate to waive any lien of the undersigned for the sum in excess of the said sum mentioned, nor for any labor furnished after date mentioned.

\_\_\_\_\_ County

\_\_\_\_\_ State

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Labor Source)

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
WITNESSED

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_