

GET PAID — THE MONEY LOOP

Every foot posted in the app becomes an invoice. Every invoice becomes cash. Nothing leaks.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	OWNER	RUNS IT
NU-OPS-004	1.0	July 4, 2026	Adam Pelewski, Owner	Office seat (Owner until filled)

THE LOOP

Daily: supervisors post production in the app (NU-OPS-002 already enforces this). **Weekly:** one 90-minute Billing Block turns that production into invoices and chases what's owed. **Always:** change orders and retainage ride the side rails. One owner, one weekly rhythm, proofs at every step.

1.0 THE WEEKLY BILLING BLOCK (90 minutes, same day every week)

1. **Pull the week's production** from the app: every crew, every work order, every unit.
2. **Reconcile line by line.** Every unit is one of three things: on an invoice, on a change order, or flagged with a reason. A unit that is none of the three is money leaking — run it down before moving on.
3. **Build the invoices** in each client's required format with backup attached: DFR photos, bore logs, crossing sheets, ticket numbers. Weak backup is how invoices get "under review" for 60 days.
4. **Submit and log every invoice:** invoice #, client, WO#, amount, submitted date, due date. No invoice leaves without landing in the log.
5. **Run the AR cadence** (Section 2) against everything unpaid in the log.
6. **Update the retainage log** (Section 3): what each client holds, what milestone releases it, and demand anything past its milestone.

Done when: the week's reconciliation is initialed "every unit accounted for," the invoice log and AR aging are current, and the Owner has the four numbers (Section 4) in his weekly note.

2.0 THE AR CADENCE (runs automatically, no mercy, no drama)

WHEN	ACTION	WHO
Day 0 (submit)	Invoice submitted; delivery/portal confirmation saved to the log.	Office
Day 7	Confirm the client shows it received and approved — catch "we never got it" at day 7, not day 45.	Office
5 days before due	Friendly check: "confirming payment is on schedule for [date]."	Office
1 day past due	Email with invoice reattached; ask for the pay date.	Office
7 days past due	Phone call to AP. Get a name and a date, log both.	Office
15 days past due	Owner calls the project manager, not AP. Relationship pressure.	Owner
30 days past due	Decision point: pause new work for that client? Lien / notice deadline check. [confirm GA lien + preliminary notice deadlines with attorney — some rights expire fast]	Owner

3.0 THE SIDE RAILS: CHANGE ORDERS & RETAINAGE

3.1 — CHANGE ORDERS

1. The field already enforces: no out-of-scope work without the ask in writing (NU-OPS-002).

- 2. Office logs every CO: number, scope, price, client approval document, date.
- 3. A CO that isn't invoiced is free work with paperwork — COs bill on the next Billing Block, always.

3.2 — RETAINAGE LOG (START IT WITH THIS ROW)

CLIENT / JOB	AMOUNT HELD	RELEASE TRIGGER	STATUS	NEXT ACTION
Circet — Frontier MI SOW	~\$49,000	Per SOW milestone [confirm terms]	DISPUTED / DEMAND MADE — deadline was 6/30/26	Escalate: counsel follow-up on demand letter
[every other active client]	[fill]	[fill from each contract]		Read each SOW once; log it here

4.0 THE FOUR NUMBERS THE OWNER SEES WEEKLY

NUMBER	WHY IT MATTERS
Unbilled production (\$)	Work done but not yet invoiced. Target: near zero after every Billing Block. This is the leak detector.
AR over 30 days (\$)	Money earned but not collected. Growing = a client problem or a cadence problem.
Retainage held (\$)	Your money sitting in other people's accounts. Every dollar has a release trigger and a next action.
Margin per job (%)	Production \$ minus labor, machine, and material cost per WO. The number that decides which work Nova chases. [build with Raj's team — they hold the cost data]

NEVER

- Never let a week close with unreconciled production. A missed unit this week is invisible by next month.
- Never invoice without backup attached. "Under review" is where invoices go to die.
- Never do change-order work that isn't signed, and never let a signed CO skip a billing cycle.
- Never treat retainage as gone. It's yours; it has a trigger; chase the trigger.