

Joint Check Request

<Date>

TO: <Seller's Name and Address>

RE: Joint check agreement-<job name>

Gentlemen:

We, the undersigned <Buyer's Name and Address> AND <General Contractor's Name and Address>, in order to encourage <Seller's Name> to sell and deliver goods to <Buyer's Name> under standard <Payment terms> terms, hereby agree that all payments due to <Buyer's Name> for work performed or material supplied will be made payable jointly to <Seller's Name> and <Buyer's Name>.

This agreement shall remain in effect until completion of the job or notification from <Seller's Name> to you that they have received payment in full for all material supplied and services performed on this project.

<Buyer's Name>

by: _____

Title: _____

ACKNOWLEDGED:

<General Contractor's Name>

by: _____ (To be transcribed onto letterhead of Buyer)

Title: _____

Date: _____

