



PARTNER CHARGE BACK DOCUMENTATION

Date	Technician	Reason/Explanation of Charge Back	Amount

Credit to/pay to information (if necessary, attach vendor invoice):

Date	Person/Vendor	Description	Amount

On Trac, Incorporated will charge back _____
 (Subcontractor Partner) through invoice deduction. The amount deducted will be no greater than 25% of invoice amount. In the event that there is stoppage of work, for any reason, the total amount still owed will be withheld from final invoicing.

_____ **Project Manager** _____ **System** _____ **Date**

_____ **Corporate Approval** _____ **Date**

Sent to _____ (Subcontractor Partner) on

_____. Apply to payables/invoicing beginning _____.