



**Urban League of Greater New Orleans**  
**CONTRACTORS RESOURCE CENTER**

**CONTRACTORS' CAPACITY BUILDING SERIES**

**Pay Application Management  
 Back Office Reporting**

Facilitated by: **CORE Construction**



**LEARN HOW TO EFFECTIVELY MANAGE YOUR  
 PAY APPLICATION PROCESS.**

**Get the latest in DBE Reporting Requirements.**

***Our Back Office Executives will teach you what you  
 need to know to get your invoices paid timely.***

Managing your back office processes is vital to ensuring timely payments and profitability for your construction company. Our experts will provide you with tools and information designed to streamline your processes, ensure required compliance and help you to effectively manage your invoicing procedures.

Pay Application Process  
 Certified Payroll

How to submit invoices  
 How to put forth submittals  
 Change Orders

DBE Reporting (Hard Bid and Design-Build)



The Urban League of  
 Greater New Orleans

Women's Business  
 Resource Center

**When:**

**Friday**

**January 16, 2014**

**9:30 AM – 12:00 PM**

**Where:**

**4640 S. Carrollton Ave.  
 New Orleans, LA 70119**

**1<sup>st</sup> Floor**

**Limited Seating**

**RSVP TODAY!**

[wbrc@urbanleaguemneworleans.org](mailto:wbrc@urbanleaguemneworleans.org)

**(504) 620-9647**

**FREE Workshop**



For more information or to RSVP email: [wbrc@urbanleaguemneworleans.org](mailto:wbrc@urbanleaguemneworleans.org)