

## 2025 Draw Schedule / Pay Schedule

Invoices Turned in By:	Checks Available:
12/29/24	1/3/25
1/12/25	1/17/25
1/26/25	1/31/25
2/9/25	2/14/25
2/23/25	2/28/25
3/9/25	3/14/25
3/23/25	3/28/25
4/6/25	4/11/25
4/20/25	4/25/25
5/4/25	5/9/25
5/18/25	5/23/25
6/1/25	6/6/25
6/15/25	6/20/25
6/29/25	7/4/25
7/13/25	7/18/25
7/27/25	8/1/25
8/10/25	8/15/25
8/24/25	8/29/25
9/7/25	9/12/25
9/21/25	9/26/25
10/5/25	10/10/25
10/19/25	10/24/25
11/2/25	11/7/25
11/16/25	11/21/25
11/30/25	12/5/25
12/14/25	12/19/25
12/28/25	1/2/26

### IMPORTANT REMINDERS:

INVOICES MUST BE EMAILED TO [INVOICE@TOLAND-INC.COM](mailto:INVOICE@TOLAND-INC.COM) FOR PROCESSING

WORK MUST BE 100% COMPLETE BEFORE THE INVOICE IS PROCESSED

INCOMPLETE WORK WILL ROLL OVER TO THE FOLLOWING PAY CYCLE

LATE INVOICES WILL ROLL OVER TO THE FOLLOWING PAY CYCLE

INVOICES THAT DO NOT HAVE A PO, OR THAT DO NOT MATCH THE PO, WILL  
RESULT IN PAYMENT DELAYS

NOTE: IF A CHECK DATE FALLS ON A HOLIDAY,  
THE CHECKS WILL BE AVAILABLE ON THE NEXT BUSINESS DAY.

NOTE: IF CHECKS PLACED IN THE PICK UP BOX ON FRIDAY ARE NOT PICKED UP BY  
MONDAY, THEY WILL BE MAILED TO YOUR ADDRESS ON FILE.