

PAYMENT APPLICATION #1 EXAMPLE

Items in **BLUE** do not change between Pay Apps

TO:	Perry Reid Construction 2930 Ridge Line Rd, Suite 116 Lincoln, NE 68516	PROJECT NAME AND LOCATION:	JOB NAME	APPLICATION #:	1	DISTRIBUTION TO:	<input type="checkbox"/> OWNER
FROM:	SUBCONTRACTOR NAME SUBCONTRACTOR ADDRESS	ARCHITECT:	ARCH. NAME	Owner Project #	PRC PROJECT #	<input type="checkbox"/> ARCHITECT	<input checked="" type="checkbox"/> CONTRACTOR
				DATE OF CONTRACT:			

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below:
Continuation Page is attached

1	CONTRACT AMOUNT	\$	10,000.00
2	SUM OF ALL CHANGE ORDERS	\$	-
3	CURRENT CONTRACT AMOUNT	\$	10,000.00
4	TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$	1,500.00
5	RETAINAGE:		
	A. 10% Of Completed Work (Columns D & E on Continuation Page)	\$	150.00
	B. 0% Of Completed Work (Column F on Continuation Page)	\$	-
	Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$	150.00
6	TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus line 5 Total)	\$	1,350.00
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT:	\$	-
8	CURRENT PAYMENT DUE:	\$	1,350.00
9	BALANCE TO FINISH: (Line 3 - Line 6)	\$	8,650.00
SUMMARY OF CHANGE ORDERS		ADDITIONS	DEDUCTIONS
Total changes approved in previous months		\$ -	\$ -
Total approved this month		\$ -	\$ -
TOTALS		\$ -	\$ -
NET CHANGES		\$	-

Contractor's signature below is his assurance to Owner, concerning the payment herin applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment

CONTRACTOR: _____ **SUBCONTRACTOR NAME**

Note 1: Orig. Contract Amount. Never Changes

Note 2: See the bottom of column "G" on next page

Note 3: Retainage amount is based on the amount on Line 4 (\$1,500) multiplied by Retainage % (10%)

Note 4: This is the amount from Note 2 minus Retainage Amount (\$1500 - \$150)

Note 5: There have been no previous payments (Pay App #1)

Note 6: Amount of payment pending PRC approval

Note 7: Contract amount minus current payment

SIGN AND NOTARIZE DOCUMENT

PAYMENT APPLICATION DETAILS

Customer: Perry Reid Construction
 Project: **JOB NAME**

Application Number: **1**
 For Period Ending: **END OF MONTH**

A Item Number	B Description	C Scheduled Value	D Work Completed		F Materials Presently Stored	G		H Balance to Finish	I Retainage Value
			From Previous Application	This Period Value		Completed and Stored To Date	Total %		
1	Labor	\$ 5,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	20%	\$ 4,000.00	\$ 100.00
2	Material	\$ 5,000.00	\$ -	\$ 500.00	\$ -	\$ 500.00	10%	\$ 4,500.00	\$ 50.00
TOTALS		\$ 10,000.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	15%	\$ 8,500.00	\$ 150.00

Note 8: Provide breakout descriptions for different items in contract.

Note 10: Amount you are billing this Pay App for each item

Note 11: Amount you are billing this Pay App total

Note 12: Totals for each Item from Columns D, E, and F

Note 13: Columns G multiplied by Retainage amount (10%)

Note 9: This is amount of original contact plus change orders

PAYMENT APPLICATION #2 EXAMPLE

Items in **BLUE** do not change between Pay Apps

TO:	Perry Reid Construction 2930 Ridge Line Rd, Suite 116 Lincoln, NE 68516	PROJECT NAME AND LOCATION:	JOB NAME	APPLICATION #:	2	DISTRIBUTION TO:	<input type="checkbox"/> OWNER
FROM:	SUBCONTRACTOR NAME SUBCONTRACTOR ADDRESS	ARCHITECT:	ARCH. NAME	Owner Project #	PRC PROJECT #	<input type="checkbox"/> ARCHITECT	<input checked="" type="checkbox"/> CONTRACTOR
DATE OF CONTRACT:							

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below:
Continuation Page is attached

1	CONTRACT AMOUNT		\$	10,000.00
2	SUM OF ALL CHANGE ORDERS		\$	-
3	CURRENT CONTRACT AMOUNT		\$	10,000.00
4	TOTAL COMPLETED AND STORED (Column G on Continuation Page)		\$	4,250.00
5	RETAINAGE:			
	A. 10% Of Completed Work (Columns D & E on Continuation Page)	\$		425.00
	B. 0% Of Completed Work (Column F on Continuation Page)	\$		-
	Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$		425.00
6	TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus line 5 Total)	\$		3,825.00
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT:	\$		1,350.00
8	CURRENT PAYMENT DUE:	\$		2,475.00
9	BALANCE TO FINISH: (Line 3 - Line 6)	\$		6,175.00
SUMMARY OF CHANGE ORDERS		ADDITIONS	DEDUCTIONS	
Total changes approved in previous months		\$ -	\$ -	
Total approved this month		\$ -	\$ -	
TOTALS		\$ -	\$ -	
NET CHANGES		\$	-	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment

CONTRACTOR: _____ **SUBCONTRACTOR NAME** _____

Note 2: See the bottom of column "G" on next page

Note 3: Retainage amount is based on the amount on Line 4 (\$4,250) multiplied by Retainage % (10%)

Note 4: This is the amount from Note 2 minus Retainage Amount (\$4,250 - \$425)

Note 5: There was a previous payment from Pay App #1 (\$1,350)

Note 6: This is the amount from Note 4 minus amount from note 5 (\$3,825 - \$1,350). Amount of payment pending PRC approval

Note 7: Contract amount minus current payment and previous payment (\$10,000 - \$1,350 - \$2,475)

SIGN AND NOTARIZE DOCUMENT

PAYMENT APPLICATION DETAILS

Customer: Perry Reid Construction
 Project: **JOB NAME**

Application Number: **2**
 For Period Ending: **END OF MONTH**

A Item Number	B Description	C Scheduled Value	D Work Completed		F Materials Presently Stored	G Completed and Stored To Date		H Balance to Finish	I Retainage Value
			From Previous Application	This Period Value		Total %			
1	Labor	\$ 5,000.00	\$ 1,000.00	\$ 750.00	\$ -	\$ 1,750.00	35%	\$ 3,250.00	\$ 175.00
2	Material	\$ 5,000.00	\$ 500.00	\$ 2,000.00	\$ -	\$ 2,500.00	50%	\$ 2,500.00	\$ 250.00
TOTALS		\$ 10,000.00	\$ 1,500.00	\$ 2,750.00	\$ -	\$ 4,250.00	43%	\$ 5,750.00	\$ 425.00

Note 8: Same breakout descriptions from PA #1.

Note 14: Amount you billed for each item on Pay App #1

Note 10: Amount you are billing this Pay App for each item

Note 11: Amount you are billing this Pay App total (\$750 + \$2,000)

Note 12: Totals for each Item from Columns D, E, and F (\$1,000 + \$750)

Note 16: Scheduled Value for item minus Column G amount (\$5,000 - \$1,750)

Note 13: Columns G multiplied by Retainage amount (10%) (\$2,500 x .1)

Note 9: This is amount of original contact plus change orders

Note 15: This is amount billed on Pay App #1

PAYMENT APPLICATION #3 EXAMPLE (CHANGE ORDER)

Items in **BLUE** do not change between Pay Apps

TO:	Perry Reid Construction 2930 Ridge Line Rd, Suite 116 Lincoln, NE 68516	PROJECT NAME AND LOCATION:	JOB NAME	APPLICATION #:	3	DISTRIBUTION TO:	<input type="checkbox"/> OWNER
FROM:	SUBCONTRACTOR NAME SUBCONTRACTOR ADDRESS	ARCHITECT:	ARCH. NAME	Owner Project #	PRC PROJECT #	<input type="checkbox"/> ARCHITECT	<input checked="" type="checkbox"/> CONTRACTOR

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below:
Continuation Page is attached

1	CONTRACT AMOUNT		\$	10,000.00
2	SUM OF ALL CHANGE ORDERS		\$	10,000.00
3	CURRENT CONTRACT AMOUNT		\$	20,000.00
4	TOTAL COMPLETED AND STORED (Column G on Continuation Page)		\$	6,000.00
5	RETAINAGE:			
	A. 10% Of Completed Work (Columns D & E on Continuation Page)	\$	600.00	
	B. 0% Of Completed Work (Column F on Continuation Page)	\$	-	
	Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$	600.00	
6	TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus line 5 Total)	\$	5,400.00	
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT:	\$	3,825.00	
8	CURRENT PAYMENT DUE:	\$	1,575.00	
9	BALANCE TO FINISH: (Line 3 - Line 6)	\$	14,600.00	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$ -	\$ -
Total approved this month	\$ 10,000.00	\$ -
TOTALS	\$ 10,000.00	\$ -
NET CHANGES	\$	10,000.00

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment

CONTRACTOR: _____ **SUBCONTRACTOR NAME**

Note 17: This is the total of all **APPROVED** change orders.

APPROVED Change Orders: A change order issued by PRC that has been executed by both parties.

If an **UNAPPROVED Change Order** is shown on a pay app, payment may be delayed as additional processing time is required.

Note 5: There was a previous payment from Pay App #1 and #2 (\$1,350 + \$2,475)

Note 6: (\$5,400 - \$3,825)

Note 7: New Contract amount including **APPROVED** change orders minus current payment and previous payment (\$20,000 - \$1,575 - \$3,825)

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Note 18: This is the total of all **APPROVED** change orders this month

Note 17: This is the total of all **APPROVED** change orders. It is the same number as Note 17 above.

PAYMENT APPLICATION DETAILS

Customer: Perry Reid Construction
 Project: **JOB NAME**

Application Number: **3**
 For Period Ending: **END OF MONTH**

A Item Number	B Description	C Scheduled Value	D Work Completed		F Materials Presently Stored	G Completed and Stored To Date		H Balance to Finish	I Retainage Value
			From Previous Application	This Period Value		Total %			
1	Labor	\$ 5,000.00	\$ 1,750.00	\$ 250.00	\$ -	\$ 2,000.00	40%	\$ 3,000.00	\$ 200.00
2	Material	\$ 5,000.00	\$ 2,500.00	\$ 500.00	\$ -	\$ 3,000.00	60%	\$ 2,000.00	\$ 300.00
3	CO #1 - Description	\$ 10,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	10%	\$ 9,000.00	\$ 100.00
TOTALS		\$ 20,000.00	\$ 4,250.00	\$ 1,750.00	\$ -	\$ 6,000.00	30%	\$ 14,000.00	\$ 600.00

Note 8: Add a new line for **APPROVED** change orders with PRC CO # and description

Note 14: Amount you billed for each item on Pay App #1 + #2

Note 10: Amount you are billing this Pay App for each item

APPROVED Change Orders: A change order issued by PRC that has been executed by both parties.

If an **UNAPPROVED Change Order** is shown on a pay app, payment may be delayed as additional processing time is required.

Note 9: This is amount of original contact plus change orders

Note 15: This is amount billed on Pay App #1 + #2