

**CONTRACT PAYMENT REQUEST**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Request Number: \_\_\_\_\_

Period

From: \_\_\_\_\_

To: \_\_\_\_\_

Contract/Work Request No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Original Contract Amount \_\_\_\_\_

Change Orders (Net Amount) \_\_\_\_\_

Contract Total to Date \_\_\_\_\_ \$ -

Total Completed and Stored to Date \_\_\_\_\_ \$ -

Less Retention 

|    |
|----|
| 0% |
|----|

 \_\_\_\_\_ - \$ -

Total Earned, Less Retention \_\_\_\_\_ = \$ -

Less Previous Payment Requests \_\_\_\_\_ -

**Net Amount Due this Request** \_\_\_\_\_ = \$ -

The undersigned Contractor certifies that, the Work covered by this request has been completed in accordance with the Contract Documents, that all amounts have been paid for Work for which previous applications for Payment were issued and payments received from the Owner, and that amount shown herein is now due.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONTINUATION SHEET

NOTES:  
 Amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.  
 Change Orders are usually listed as the last items of the basic schedule.

**Project Name:** \_\_\_\_\_  
**Application No.:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Period To:** \_\_\_\_\_  
**Contract/WR #:** \_\_\_\_\_

| A             | B                   | C               | D                          | E           | F  | G                                |                   | H                       | I            |
|---------------|---------------------|-----------------|----------------------------|-------------|--|----------------------------------|-------------------|-------------------------|--------------|
| Item No.      | Description of Work | Scheduled Value | Work Completed             |             | Materials Presently Stored (Not in D or E) | TOTAL Completed & Stored (D+E+F) | % Completed (G/C) | Balance to Finish (C-G) | Retention 0% |
|               |                     |                 | From Previous Applications | This Period |  |                                  |                   |                         |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
|               |                     |                 |                            |             |  | -                                |                   | -                       |              |
| <b>TOTALS</b> |                     | -               | -                          | -           | -  | -                                |                   | -                       | -            |