

SUBCONTRACTOR PAYMENT REQUEST # **Example**

Project:	Project Name
Owner:	Owner Name
Contractor:	Boyd Martin Construction LLC
Subcontractor:	Subcontractor Company Name
Date:	XX-20-20XX This is ALWAYS dated the 20th of the month it is billed!!

ORIGINAL SUBCONTRACT PRICE	① \$1,000.00
PREVIOUSLY APPROVED ADDITIVE/DEDUCTIVE CHANGE ORDERS	
Number	Amount
#1	\$100.00
#2	\$400.00
#	\$
#	\$
#	\$
TOTAL OF ALL APPROVED CHANGE ORDERS	
ADJUSTED SUBCONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS	
% OF SUBCONTRACT PRICE AND CHANGES COMPLETED	③ \$500.00
LESS: TEN PERCENT (10%) RETENTION (IF APPLICABLE)	④ \$1,500.00 = <u> </u> + <u> </u>
LESS: AMOUNT PAID PER PREVIOUS PAYMENT REQUESTS, IF ANY	⑤ (50%) ⑥ \$750.00
AMOUNT DUE OF % COMPLETE PER THIS REQUEST	⑦ (\$75.00) 10% of <u> </u>
BALANCE TO BE EARNED UNDER SUBCONTRACT	⑧ (\$253.62)
	⑨ \$421.38 = <u> </u> - <u> </u>
	⑩ \$825.00 = <u> </u> - <u> </u>

- ① Amount listed on your original contract
- ② List of all change orders that have been issued and executed for this project
- ③ Total of all change order amounts listed above (Total of ②)
- ④ Amount of the original contract plus the total of all change orders (① plus ③)
- ⑤ Percentage of the total contract (④) amount billed to date including the amount being billed this month
- ⑥ Dollar amount of TOTAL CONTRACT being billed/complete. This number should be (⑤) percentage of the total contract (④) i.e. \$750.00 is 50% of \$1,500.00
- ⑦ Retention. 10% of total being billed/complete (10% of ⑥)
- ⑧ Total amount paid to date. If you have submitted a previous payment request, but have not been paid for it, you will still include that in this line item.
- ⑨ Total amount you expect to be paid (⑥ minus ⑦ minus ⑧)
- ⑩ Total amount you are still owed, including retention (④ minus ⑧ minus ⑨)