

# PAYMENT REQUEST FORM

- Bill only for work completed and material on site through the billing date
- We must have received your signed contract
- We must have current insurance certificates
- When billing 95% or more your close-out documents must be submitted



917 West Duluth Avenue - Salt Lake City, UT 84116  
 Phone (801) 521-7533 - Fax (801) 531-0314  
 www.budmahas.com

Project	Request # or Invoice #
Code	Month Ending
Work Description	

<b>Step #1</b>	<b>Summary of Contract</b>
<b>1. Original Contract Amount</b>	\$
2. Approved Change Orders, please list:	

<b>3. Adjusted Contract Amount</b>	\$						
<b>Step #2</b>	<b>Progress Billing</b>						
	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;"><b>Job-To-Date</b></td> <td style="width: 20%; text-align: center;"><b>This Application</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>		<b>Job-To-Date</b>	<b>This Application</b>			
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4. Work completed to date            %							
5. Less amount retained 5%							
6. Total work less retention							
7. Less previous <u>payments actually received</u>							
8. Amount due this request							

### Step #3 Certification and Conditional Waiver

To the extent provided below, this document becomes effective to release and the undersigned is considered to waive any notice of lien or right under Utah Code Ann., Title 38, Chapter 1a, Preconstruction and Construction Liens, or any bond right under Utah Code Ann., Title 14, Contractors' Bonds, or Section 63G-6a-1103 related to payment rights the undersigned has on the above described Property once (1) the undersigned endorses a check in the above referenced Payment Amount payable to the undersigned; and (2) the check is paid by the depository institution on which it is drawn.

This waiver and release applies to a progress payment for the work, materials, equipment, or a combination of work, materials, and equipment furnished by the undersigned to the Property or to the Undersigned's Customer which are the subject of the Invoice or Payment Application, but only to the extent of the Payment Amount. This waiver and release does not apply to any retention withheld; any items, modifications, or changes pending approval; disputed items and claims; or items furnished or invoiced after the Payment Period.

The undersigned warrants that the undersigned either has already paid or will use the money the undersigned receives from this progress payment promptly to pay in full all the undersigned's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or combination of work, materials, and equipment that are the subject of this waiver and release.

Subcontractor	Authorized Signature	Title
	submit to swise@budmahas.com	

**Please complete this form and submit with each payment request.**

# Payment Request Form Instructions

**NOTE:** This form should be submitted each time you are requesting a payment. If you submit a bill that gets paid short you need to send another request reflecting the payments received.

Step #1	Summary of Contract
---------	---------------------

Line 1 -**Original contract** amount will be completed for you and is based on your bid and the subcontract agreement previously signed. If there is a discrepancy between these documents, please contact the Project Manager.  
 Line 2 -**Approved Change Orders** are changes for which you have received a change order form from us. A change order form identifies the change in scope and price and will show you your adjusted contract price. Other extras and unapproved changes to the contract should be submitted to the Project Manager as soon as they are identified. A copy of the extra should be attached with this pay request form. Generally, only approved change orders may be drawn for.

Step #2	Progress Billing
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Line 4 -**Work Completed to Date, Job to Date** is the percentage of the adjusted contract and the dollar amount of work completed through the billing period. This should include all material delivered to the site before the end of the billing period and all labor completed before the end of the billing period. Materials stored off site are generally not billable until they are actually delivered to the job. **Work Completed to date, This Application** is merely the difference between what you are billing job to date for this period, less what was billed job to date for the last period. For the first period only they are the same.  
 Line 5-**Less Amount Retained** is the retention rate shown times the amount shown on line 4. When the job is complete and you are billing retention, this amount will be zero or a reduced amount which has been agreed upon with the Project Manager.  
 Line 7-**Less Previous Payments Actually Received** is the amount of the checks you have been paid, not the net amount you have previously billed.  
 Line 8-**Amount Due This Request** is the difference between lines 6 and 7. The **job to date** column and the **this application** column will be the same **IF** the math is done correctly **AND IF** all of your previous draws have been paid. If you have not received a draw or you had one paid short, these two numbers will be different. That's OK...it's an alert to us we need to get you caught up.

Step #3	Certification
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In the certification section you assert that the work you have billed for is actually done, that your suppliers, subcontractors and taxes have been paid and that upon receipt of the funds you are billing all parties for whom you have provided services are free of any and all claims. This should be signed by an officer or owner of the company.

Questions regarding this form and any other billing issue can be directed to Steve Wise at (801) 521-7533 or swise@budmahas.com.

## Example

Step #1	Summary of Contract
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1. Original Contract Amount	\$ 100,000.00
2. Approved Change Orders, please list:	
#1	15,000.00
#2	-1,000.00

Extras and pending change order information is attached

3. Adjusted Contract Amount	114,000.00
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Step #2	Progress Billing	
	Job-To-Date	This Application

4. Work Completed To Date <u>  50  </u> %	57,000.00	13,000.00
5. Less Amount Retained - 5%	2,850.00	650.00
6. Total Work Less Retention	54,150.00	12,350.00
7. Less Previous <u>Payments Actually Received</u>	41,800.00	0.00
8. Amount Due This Request	12,350.00	12,350.00

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