

PAY APPLICATION INSTRUCTIONS

| Line Number | Instructions |
|--|--|
| 1. Original Contract Sum | This line should contain the original contract amount prior to any change orders. Please reference your contract for the agreed upon amount. |
| 2. Net Change Orders | Total of all change orders issued. This could result in the contract amount being less. |
| 3. Contract Sum to Date | This will be the contract amount after and change orders. Line 1 plus or minus line 2. |
| 4. Total Completed to Date | This will be the total charges for all work completed on site. Column G on G703 (Continuation Sheet) |
| 5. Retainage a. b. Total Retainage: | Retainage amount can be found in your contract. Retainage is typically 10%. This will be 10% of completed work. 10 % of the amount in line 4. And/or 10% of materials stored on site. Will be a total of line 5a and 5b. (Total in Column 1 on G703 Continuation Sheet) |
| 6. Total Earned less Retainage | This will be the total amount completed minus any retainage that is being held. Line 4 minus line 5 total. Enter the total on this line. |
| 7. Less Previous Payments | This amount will be found on Line 6 of your previous pay app. If this is Pay App # 1, please enter a 0 here. |
| 8. Current Payment Due | The amount due will be Total Earned (line 6) minus Previous Payments (line 7). Please ensure this amount matches the amount listed on the waivers to be submitted. |
| 9. Balance to Finish | Enter on this line, the Contract Sum to Date (line 3) minus Total Earned (line 6). This is the amount of the contract left to be performed and paid. |
| **Please Note** | Ensure we have a copy of your Certificate of Insurance, W-9 and the appropriate affidavit and waivers needed to process your payment. |



MF: 3/26/15