

SUBCONTRACTOR PAYMENT REQUEST  
For

\_\_\_\_\_

Subcontractor: \_\_\_\_\_ Project #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Draw #: \_\_\_\_\_  
 Phone/Fax #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Commitment #: \_\_\_\_\_

1. Original Contract Amount..... \$ \_\_\_\_\_
2. Approved Extras..... \$ \_\_\_\_\_
3. Approved Deductions..... \$ \_\_\_\_\_
4. Current Adjusted Contract Amount..... \$ \_\_\_\_\_
5. Total Work-in-Place to Date (from Pg 2, Line 2a)..... \$ \_\_\_\_\_
6. Less Retainage \_\_\_\_\_ %..... \$ \_\_\_\_\_
7. Net Work-in-Place to Date..... \$ \_\_\_\_\_
8. Less Total Previous Net Payments Billed..... \$ \_\_\_\_\_
9. Net Due for Work-in-Place this Pay Period..... \$ \_\_\_\_\_
10. Materials Currently Stored From Supporting  
 Summary of Materials Stored (from Pg. 2, Line 2d)..... \$ \_\_\_\_\_
11. Net Due for this Pay Period ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_..... \$ \_\_\_\_\_
12. Contract balance, including retainage..... \$ \_\_\_\_\_

**Signed By:** \_\_\_\_\_  
 Previously faxed to R.A. Williams Construction on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please do not write below this line.

To:	From:	Date:	Approve / Code		
LINE ITEM	AMOUNT	LINE ITEM	AMOUNT	LINE ITEM	AMOUNT
CODE	\$	CODE	\$	CODE	\$
CODE	\$	CODE	\$	CODE	\$

INCLUDED IN INSPECTION DATED \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
 APPROVED BY \_\_\_\_\_, Project Manager                      DATE \_\_\_\_\_

SUBCONTRACTOR PAYMENT REQUEST (Page 2)  
For

---

DESCRIPTION OF WORK-IN-PLACE AND STORED MATERIALS

SUBCONTRACTOR: \_\_\_\_\_ DRAW #: \_\_\_\_\_

WORK-IN-PLACE TO DATE

COST CODE	DESCRIPTION	SCHEDULED VALUE	COMP. VALUE	%COMP.

Line 2a. TOTAL WORK-IN-PLACE (Enter this amount on Pg. 1, Line 5).....\$ \_\_\_\_\_

SUMMARY OF STORED MATERIALS

COST CODE	DESCRIPTION	SCHEDULED VALUE	COMP. VALUE	% COMP.

Line 2b. Total Value of Stored Materials..... \$ \_\_\_\_\_  
 Line 2c. Less 10%..... \$ \_\_\_\_\_  
 Line 2d. Net Due for Stored Materials (Enter this Amount on Pg.1, Line 10)..... \$ \_\_\_\_\_