## SUBCONTRACT PAY REQUEST

- 1. <u>Faxed copy</u> of this Pay Request <u>will not</u> be accepted. Original <u>must be</u> mailed to the attention of Accounts Payable <u>by</u> the 25<sup>th</sup> of each month. Faxed copies will not be acknowledged.
- 2. Attached Partial Release of Lien must be signed and submitted with Draw Request.
- 3. Attach approved Schedule of Values.
- 4. List Change Orders that have been signed by Wilson & Company, Inc. only.
- 5. Use partial or final release as applicable.
- 6. Submit separate invoice for Retainage.
- 7. Without the required release(s), your payment will not be processed.

| Date of Draw Request:  |     | Pay Request No.: |         |      |  |
|------------------------|-----|------------------|---------|------|--|
| Contract Date:         |     | Subcontract No.: |         |      |  |
| Subcontractor Name:    |     |                  | Phone N | lo.: |  |
| Subcontractor Address: |     |                  |         |      |  |
| Vendor No.:            | Job | Name:            |         |      |  |
| Contact Person:        |     |                  |         |      |  |

REMINDER: No payments will be made until you have submitted current General Liability and Worker's Compensation Insurance Certificates and completed a Form W-9 (Request for Taxpayer ID).

## STATEMENT OF CONTRACT AMOUNT:

| Original Contract Amount:                  |           |  |
|--|-----------|--|
| 2. Approved Change Order Numbers:          |           |  |
| 3. Adjusted Contract Amount:               | (#1 + #2) |  |
| 4. Value of Work Completed to Date:        |           |  |
| 5. Materials Stored on Site:               |           |  |
| 6. Total Earned to Date:                   | (#4 + #5) |  |
| 7. Less Retainage (10%)                    |           |  |
| 8. Total Less Retainage:                   | (#6 - #7) |  |
| 9. Less Previous Pay Requests:             |           |  |
| 10. Current Payment Due:                   | (#8 - #9) |  |
| 11. Balance to Finish Including Retainage: | (#3 - #8) |  |

| SUBCONTRACTOR'S | DATE: |  |
|-----------------|-------|--|
| SIGNATURE       |       |  |
| APPROVED BY:    | DATE: |  |