

EXAMPLE PAY REQUEST #1



CONSTRUCTION CO., INC.  
GENERAL CONTRACTOR  
Telephone 256-417-4922  
Fax 1-800-878-9815

Payment Request

No. 1

Subcontractor: Joels Construction

FCC Subcontract Number: 567

Project: The Forest at York

Location: Newnan, GA

Date: 1-20-2013

Work completed for the period: 1-1-13 to 1-15-13

A. Original Contract Amount:	\$ <u>75,000.00</u>
B. Approved Change Orders:	\$ <u>0</u>
C. Adjusted Contract Value (A+B):	\$ <u>75,000.00</u>
D. Total Work in Place to Date	\$ <u>15,000.00</u>
E. Stored Materials On Site (not included in "D") <i>Complete Inventory Must be Attached</i>	\$ <u>0</u>
F. Subtotal ("D" + "E")	\$ <u>15,000.00</u>
G. Less 5% Retainage (5% of "F")	\$ <u>750.00</u>
H. Subtotal ("F" - "G")	\$ <u>14,250.00</u>
I. Less Previous Payments	\$ <u>0</u>
J. Amount Due Current Period	\$ <u>14,250.00</u>

The following items must be submitted to and accepted by FCC Home Office prior to payment

For FCC Use	
	Lien Waiver Signed, Notarized and returned to FCC Home Office
	Davis-Bacon Reports submitted to and accepted by FCC Home Office
	Section 3 reports submitted to and accepted by FCC Home Office
	Vendor / Joint Check Requirements satisfied

Approved By: Jon Smith 1-21-13  
FCC Project Manager Date  
2-10-2013  
Payment Due Date

Submitted By: Joe Brown  
Subcontractor Signature  
Joels Construction  
Subcontractor (Company Name)

The amount that should be input on line "I" is always the amount of any previous payments totaled together. On Pay Request #1 there were no previous payments so the amount is zero. Pay Request #2 reflects the previous payment amount total of \$14,250.00. Payment Request #3 will show the \$14,250.00 and the \$9,500.00 payment from Pay Request #2 added together on line "I" So line "I" continues to increase with each payment request.

EXAMPLE PAY REQUEST #2



CONSTRUCTION CO., INC.  
GENERAL CONTRACTOR  
Telephone 256-417-4922  
Fax 1-800-878-9815

Payment Request

No. 2

Subcontractor: Joels Construction

FCC Subcontract Number: 567

Project: The Forest at York

Location: Newnan, GA

Date: 2-20-2013

Work completed for the period: 1-16-13 to 2-15-13

A. Original Contract Amount:	\$ <u>75,000.00</u>
B. Approved Change Orders:	\$ <u>0</u>
C. Adjusted Contract Value (A+B):	\$ <u>75,000.00</u>
D. Total Work in Place to Date	\$ <u>25,000.00</u>
E. Stored Materials On Site (not included in "D") <i>Complete Inventory Must be Attached</i>	\$ <u>0</u>
F. Subtotal ("D" + "E")	\$ <u>25,000.00</u>
G. Less 5% Retainage (5% of "F")	\$ <u>1,250.00</u>
H. Subtotal ("F" - "G")	\$ <u>23,750.00</u>
I. Less Previous Payments	\$ <u>14,250.00</u>
J. Amount Due Current Period	\$ <u>9,500.00</u>

The following items must be submitted to and accepted by FCC Home Office prior to payment

For FCC Use	
	Lien Waiver Signed, Notarized and returned to FCC Home Office
	Davis-Bacon Reports submitted to and accepted by FCC Home Office
	Section 3 reports submitted to and accepted by FCC Home Office
	Vendor / Joint Check Requirements satisfied

Approved By: Jon Smith 2-21-13  
FCC Project Manager Date  
3-10-2013  
Payment Due Date

Submitted By: Joe Brown  
Subcontractor Signature  
Joels Construction  
Subcontractor (Company Name)