

HOW TO COMPLETE A PAY REQUEST

Top Section of Payment Request:

No: Pay Request Number-This number will start with #1 and go in sequential order up until the last one-final(Retainage)

Subcontractor: Name of Subcontractor

FCC Purchase Order#: Subcontract Number (You will find this on your Subcontract)

Project: Name of project that this pay request is for

Location: Location of project

Date: Date completed

Work Completed for the Period: Dates from & to

- A. Original Contract Amount:** You get this amount from your Subcontract
- B. Approved Change Orders:** If none write zero
- C. Adjusted Contract Value:** This is the total of Box A and Box B added together
- D. Total Work in Place to Date:** Total amount you are drawing for (All Pay Requests added together up to this point)
- E. Stored Material:** Zero
- F. Subtotal D & E:**
- G. Less 5% Retainage:**
- H. Subtotal F & G:**
- I. Less Previous Payments:** Previous paid pay requests amount totaled
- J. Amount Due Current Period:** Amount due on this pay request

A payment request must be complete with all lines filled in & signed by the Subcontractor. Email payment requests to Karin at (**kchavez@fyffeconstruction.com**) or fax (**800**)**878-9815** to her by the 20th to allow time for the Project Manager to approve it and get it back to her by the 25th of the month for processing. Once Karin receives the payment request she will forward it to the Project Manager for approval, signature and date. If any changes are needed the Project Manager will contact the Subcontractor by email or phone to have it corrected and initialed by Subcontractor. Once he receives the corrected pay request he will verify and approve it and send to Karin for processing. If you have any questions regarding any payment request you should contact the Project Manager.

All payment requests submitted after the above mentioned dates will be set to pay a week from the following Friday.

Reminder: payments are contingent upon all subcontractor compliance documents being complete and accepted.