


Subcontractor/Supplier Pay Request Form

*****Please submit an itemized invoice along with this pay request form*****

	Date:	
	Pay Request #	
	Project #	
	Project Name:	
	Project Address:	
	Company Name:	
	Company Address:	

Payment Details:

Original Contract Amount: _____

Change Order # _____

Change Order # _____

Change Order # _____

Change Order # _____

Change Order # _____

Adjusted Contract Amount: _____

Percentage of work completed to date: _____

Less previous billing(s): _____

Amount due this billing: _____

Less Retention (5%): _____

Current net billing: _____

Subcontractor/Supplier Certification:

I certify the above is just and correct, and the amount claimed is legally due (per contract documents) after all credit and debit adjustments.

Signature: _____ Date: _____

I certify that I have inspected the above work and, to the best of my knowledge, it is in accord with the contract requirements and estimated amounts are correct.

Superintendent/Project Mgr Signature: _____

Date: _____

- We turn in our pay requests between the 20th and 25th of each month, so we must receive a bill from you by the 15th of the month in order to be sure it gets processed.
- Joint Checks will be issued to each of your sub-tier subcontractors and suppliers who has an outstanding balance.

*****To expedite your payment, ALL ITEMS listed below must be submitted to Majestic Builders before ANY construction funds will be released.*****

- | | | |
|--|---|--|
| <input type="checkbox"/> Work Order | <input type="checkbox"/> Insurance Certificates | <input type="checkbox"/> O&M Manuals |
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Sub/Supplier Affidavit | <input type="checkbox"/> Warranties |
| <input type="checkbox"/> Utah Business License | <input type="checkbox"/> Submittals | <input type="checkbox"/> Lien Release(s) |