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Pay Application

Date: _____

Project Address: _____

Project Number: _____

Required Enclosures:

- Copy of Signed Work Order
- Copy of Signed Change Orders (if applicable)
- Job is Completed
- Copy of the passed inspection (if applicable)

Total Amount Requested: _____

- Full Payment
- Interim Draw*

*Interim draw requests must have been approved and documented with the original work order and/or change order

10% Retainage: _____

Previous Payments Issued: _____

Previous Retainage Withheld: _____

Total Payment to be Issued: _____

Internal Use Only:

- Completed Sub Package

Project Specialist Approval: _____

Date: _____

Projected Due Date: _____

- Lien Waiver Signed BEFORE Receiving Check

Lien Waiver Received By: _____
