

# RETAINAGE RELEASE INVOICE

Invoice No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Application No: \_\_\_\_\_

## TO (CLIENT / OWNER)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/ZIP: \_\_\_\_\_

Attn: \_\_\_\_\_

## PROJECT / CONTRACT DETAILS

Project Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Contract No: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Original Contract Sum	Net Change by Change Orders	Current Contract Sum

Description of Retainage Release Request	Amount
Total Value of Work Completed & Materials Stored to Date	
Total Retainage Withheld on Work Completed & Materials Stored	
Less: Retainage Previously Released / Paid	
<b>Current Retainage Requested for Release</b>	
Remaining Balance of Retainage to be Held (if applicable)	
<b>TOTAL DUE THIS INVOICE</b>	

**CONTRACTOR CERTIFICATION**

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The undersigned Contractor certifies that to the best of their knowledge, information, and belief, the work covered by this application has been completed in accordance with the contract documents, and that the current retainage requested herein is now due.

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Contractor Authorized Signature

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Print Name / Title

Date

**ARCHITECT / OWNER APPROVAL**

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In accordance with the contract documents, the undersigned recommends and approves the release of the retainage amount requested herein based on satisfactory completion of the applicable work or phase.

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Authorized Signature

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Print Name / Title

Date

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**Payment Terms & Instructions:**