

PROGRESS PAYMENT REQUEST

Request No.	
Date	

FROM (Contractor / Vendor):	TO (Client / Owner):

Project Name & Location	Contract Number	Billing Period

1. Original Contract Sum	
2. Net Change by Change Orders	
3. Contract Sum to Date (Line 1 + Line 2)	
4. Total Completed & Stored to Date	
5. Retainage (if applicable)	
6. Total Earned Less Retainage (Line 4 less Line 5)	
7. Less Previous Certificates for Payment	
8. CURRENT PAYMENT DUE (Line 6 less Line 7)	
9. Balance to Finish, Including Retainage (Line 3 less Line 6)	

Contractor Signature

Date:

Authorized Architect / Representative Signature

Date: