



Subcontract Pay Application

Instructions:

- To ensure prompt payment, please **email the completed application to the G&R project manager by the 20th of the month.**
- Changes to this format will result in delay or rejection of your invoice. Contact the G&R project manager if you have any questions about how to submit your invoice.

Subcontractor Name: _____ G&R Job No. _____

Your Invoice No. _____ Date: _____

Included in this Billing:

1. Original Contract Amount:	\$	_____
2. Approved (in writing) Change Orders issued to you by Good & Roberts.		
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
3. Total Contract to Date (total of lines 1 & 2)	\$	_____
4. _____ % Complete to date (projected to the end of the month)	\$	_____
5. Less previous gross billed (line 6 from prior months application)	\$	_____
6. Total due this billing (line 4 minus line 5)	\$	_____
7. Less _____ % Retention for this billing (line 6 X retention %)	\$	_____
8. Net Due this Application (line 6 minus line 7)	\$	_____

List any Pending Change Orders not included above

# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____
# _____ Description: _____	\$	_____

G&R Internal Use Only

(Superintendent) Approved by: _____ Date: _____

(Project Manager) Approved by: _____ Date: _____

Owner Billing #: _____