COMPANY NAME

INVOICE #

Address   DATE:

City, State, Zip

Phone:

TO:

Project Manager

Vanderbilt University

Baker Building, Suite 1110

Nashville, TN 37240

Phone: 615-322-3717

COMMENTS OR SPECIAL INSTRUCTIONS:

P.O. NUMBER	VANDERBILT CONTACT	PAY APP NUMBER	PERIOD TO DATE	JOB NO

PROJECT DESCRIPTION	AMOUNT DUE

Make all checks payable to COMPANY NAME

If you have any questions concerning this invoice, CONTACT NAME, COMPANY NAME, CONTACT NUMBER

THANK YOU FOR YOUR BUSINESS!

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:	PROJECT:	APPLICATION NO:	Distribution to:
		PERIOD TO:	OWNER ☐
		CONTRACT FOR:	ARCHITECT ☐
FROM CONTRACTOR:	VIA ARCHITECT:	CONTRACT DATE:	CONTRACTOR ☐
		PROJECT NOS: / /	FIELD ☐
			OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .... $ _____
2. NET CHANGE BY CHANGE ORDERS .... $ _____
3. CONTRACT SUM TO DATE *(Line 1 ± 2)* .... $ _____
4. TOTAL COMPLETED & STORED TO DATE *(Column G on G703)* .... $ _____
5. RETAINAGE:
   a. _____ % of Completed Work
      (Columns D + E on G703) .... $ _____
   b. _____ % of Stored Material
      (Column F on G703) .... $ _____

   Total Retainage *(Lines 5a + 5b, or Total in Column I of G703)* .... $ _____ ****Do not deduct Retainage**

6. TOTAL EARNED LESS RETAINAGE .... $ _____
   (Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .... $ _____
   (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE .... $ _____
9. BALANCE TO FINISH, INCLUDING RETAINAGE .... $ _____
   (Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$	$
Total approved this month	$	$
TOTAL	$	$
NET CHANGES by Change Order	$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of:
County of:
Subscribed and sworn to before
me this   day of
Notary Public:
My commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .... $ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009,
Application and Certificate for Payment, Construction Manager as Adviser Edition,
containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	%	H	I
			WORK COMPLETED		MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED AND STORED TO DATE *(D+E+F)*		BALANCE TO FINISH *(C – G)*	RETAINAGE *(If variable rate)*
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D + E)*	THIS PERIOD			*(G ÷ C)*		
	GRAND TOTAL								

**List Retainage Here

Contractor's Partial Waiver
and Release of Liens to Owner
Page

Signed & Notarized

Construction Companies Name
Project Name
Retainage Held - Detail Sheet
Period: MM/DD/YY - MM/DD/YY

D#	Subcontractor	Previous Retainage	Current Month's Retainage	Total Retainage To-Date
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
	Total Retainage:	**$ -**	**$ -**	**$ -**

Copy of Bank Statement