

DONN ROBERTS CONSTRUCTION, INC.

3028 De La Vina Street

Santa Barbara, CA 93105

Phone: 805-563-2220

Fax: 805-563-2959

License 83180



Application for Payment

Purchase Order #

Today's Date

Subcontractor

Job Owner

Property Address

Contract & Change Order Totals:

Contract Amount

\$

CO # 1	\$
CO # 2	\$
CO # 3	\$
CO # 4	\$
CO # 5	\$
CO # 6	\$
CO # 7	\$
CO # 8	\$
CO # 9	\$
Total CO's	\$

Current Billing:

Note Change Orders have a different Purchase Order number and should be billed seperately from Contract work. Fill out the appropriate side below (Contract or Change Order):

	Contract
Job Percent Complete	%
Less ___% Retention	
Current Billing Percent	%
Current Billing Request	\$

	Change Order
	%
	%
	\$

List Outstanding Invoices including this Payment Request:

Invoice #	Amount
	\$
	\$
	\$
	\$
Total Currently due	\$

Preliminary Notice Information. List all Vendor/Subs used on this Job:

Please remember to submit an application for payment and conditional lien releases with all original invoices. Payment may be withheld if we have not received an original copy of an unconditional lien release for any prior payments. You must include all (un)conditional releases from your vendors.

Vendor:	Amount	\$
Vendor:	Amount	\$
Vendor:	Amount	\$
Vendor:	Amount	\$
Vendor:	Amount	\$

Dear All Subcontractors & Vendors,

Effective immediately all requests for payment must have the following enclosed or your request for payment will be rejected:

- 1) An "Application for Payment" request form filled out with a Purchase Order (PO) number. All work must have a PO. This includes Contract work, Change Order's (CO's) and any materials purchased. Note all work must have a signed contract and the owner of the project must sign all CO's before work can commence. Each PO will have a defined scope and a cost associated with it. If you are unsure, ask your DRC superintendent.
- 2) All required lien releases. Send a conditional release from you and for all material purchases with your payment request. After you receive your check you will be required to send an Unconditional release from you and your suppliers. For multiple payment requests, the unconditional must be receive from both you and suppliers before a new Application for Payment can be accepted.
- 3) All original insurance certificates must be received. This includes Workers Comp, General Liability and Auto. We do not accept faxed copies.
- 4) Note you should be sending Preliminary notices and opening job cards with your suppliers so that they will send notices. This protects all of us.

I suggest the following Application for Payment schedule (note every trade is the same)

- 1st Bill- For materials, when they are delivered to the jobsite.
- 2nd Bill- For 50% Completion(less 10%retention)
- 3rd Bill- For 75% Completion(less 10%retention)
- 4th Bill- For 90% Completion(less 10%retention)
- 5th Bill For 10% Retention

Change Orders should be billed separately as those are due when completed.

Thanks

Cory Oltmer
Controller