

**COMPANY NAME**

**INVOICE**

Address  
City, State, Zip  
Phone:

**INVOICE #**  
**DATE:**

**TO:**  
Project Manager  
Vanderbilt University  
Baker Building, Suite 1110  
Nashville, TN 37240  
Phone: 615-322-3717

**COMMENTS OR SPECIAL INSTRUCTIONS:**

<b>P.O. NUMBER</b>	<b>VANDERBILT CONTACT</b>	<b>PAY APP NUMBER</b>	<b>PERIOD TO DATE</b>	<b>JOB NO</b>

<b>PROJECT DESCRIPTION</b>	<b>AMOUNT DUE</b>

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

**\*\*Leave Retainage off G702. Retainage should be allocated on continuation G703 Sheet. VU will pay full payment including Retainage. The Contractor will need to deposit Retainage into agreed escrow account.**

## Application and Certificate for Payment

<b>TO OWNER:</b>	<b>PROJECT:</b>	<b>APPLICATION NO:</b>	<b>Distribution to:</b>
		<b>PERIOD TO:</b>	OWNER <input type="checkbox"/>
		<b>CONTRACT FOR:</b>	ARCHITECT <input type="checkbox"/>
<b>FROM CONTRACTOR:</b>	<b>VIA ARCHITECT:</b>	<b>CONTRACT DATE:</b>	CONTRACTOR <input type="checkbox"/>
		<b>PROJECT NOS:</b>	FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

### 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) ..... \$ \_\_\_\_\_

**\*\*Leave Retainage off G702**

Total Retainage (Lines 5a + 5b, or Total in Column I of G703)..... \$ \_\_\_\_\_

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)

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ _____	\$ _____
Total approved this month	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>NET CHANGES by Change Order</b>	<b>\$ _____</b>	

**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<sup>®</sup> 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 ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G - C)</i>		
<i>Sample</i>									
	GRAND TOTAL								**List Retainage

**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.

**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

**Contractor's Pay Application Index Form**

**Project Name:** \_\_\_\_\_  
**Pay Application #:** \_\_\_\_\_  
**Application Date:** \_\_\_\_\_

<b>Division 1 General Conditions/Requirements</b>	
Direct Reimbursable Expenses Invoices	
Hourly Payroll	
Supervisory/Management Staff Payroll	\$ -
Other (Must Specify)	\$ -
<b>SUBTOTAL Division 1</b>	<b>\$ -</b>

Division 2 (Existing Conditions)	\$ -
Division 3 (Concrete)	\$ -
Division 4 (Masonry)	\$ -
Division 5 (Metals)	\$ -
Division 6 (Wood, Plastic, and Composites)	\$ -
Division 7 (Thermal & Moisture Protection)	\$ -
Division 8 (Openings)	\$ -
Division 9 (Finishes)	\$ -
Division 10 (Specialties)	\$ -
Division 11 (Equipment)	\$ -
Division 12 (Furnishings)	\$ -
Division 13 (Special Construction)	\$ -
Division 14 (Conveying Equipment)	\$ -
Division 21 (Fire Suppression)	\$ -
Division 22 (Plumbing)	\$ -
Division 23 (HVAC)	\$ -
Division 25 (Integrated Automation)	\$ -
Division 26 (Electrical)	\$ -
Division 27 (Communications)	\$ -
Division 28 (Electronic Safety & Security)	\$ -
Division 31 (Earthwork)	\$ -
Division 32 (Exterior Improvements)	\$ -
Division 33 (Utilities)	\$ -
Other (Must Specify)	\$ -
Other (Must Specify)	\$ -

<b>SUBTOTAL All Divisions</b>	
Overhead @ <b>X.XX%</b> on Division Totals	
<b>SUBTOTAL (Cost of The Work)</b>	
Contractor's Fee @ <b>X.XX %</b> on Cost of The Work	
<b>SUBTOTAL (1)</b>	
<b>Owner Purchase Total</b>	
Overhead Fee @ <b>X.XX %</b> on Owner Purchase	
<b>SUBTOTAL (Owner Purchase)</b>	
Contractors Fee @ <b>X.XX %</b> on Owner Purchase	
<b>SUBTOTAL (2) OP Overhead Fee + OP Const. Fee =</b>	
<b>TOTAL PAYMENT (Sub 1 + Sub 2)</b>	

\*Provide fixed or % values

\*For Escrow Accounts: Current Retainage in the total of \$0.00 will be deposited. A Bank Statement is provided in this Pay Application.

\*Provide current retainage held

**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 1: General Conditions/Requirements**

#	CM/Vendor/Labor	Description	Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

\*\*Include Division Cover sheet if  
its currently being billed in the pay app.



**Construction Company's Name**

**Project:**

**Job/Cost Code: Project#**

**Period Date: MM/DD/YY - MM/DD/YY**

**Project Manager**

Record/Item#	Date	Employee	Name	Regular/OT	Hours	Earnings	Labor Burden	Amount
--------------	------	----------	------	------------	-------	----------	--------------	--------

Total Amount:

**Superintendent**

Record/Item#	Date	Employee	Name	Regular/OT	Hours	Earnings	Labor Burden	Amount
--------------	------	----------	------	------------	-------	----------	--------------	--------

Total Amount:

**Staff Labor**

Record/Item#	Date	Employee	Name	Regular/OT	Hours	Earnings	Labor Burden	Amount
--------------	------	----------	------	------------	-------	----------	--------------	--------

Total Amount:

**Temp Labor**

Record/Item#	Date	Employee	Name	Regular/OT	Hours	Earnings	Amount
--------------	------	----------	------	------------	-------	----------	--------

Total Amount:

Division Backup

**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 2: Existing Conditions**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if  
its currently being billed in the pay app.

Division Backup

**Division Detail Sheet  
Construction Manager's Name**

**Project Name  
04/01/2021-04/30/2021**

**Division 3: Concrete**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if its currently being billed in the pay app.

Division Backup

**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 4: Masonary**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

**\*\*Include Division Cover sheet if  
its currently being billed in the pay app.**

Division Backup



**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 5: Metals**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if  
its currently being billed in the pay app.

Division Backup

**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 6: Wood, Plastic & Composites**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if its currently being billed in the pay app.

Division Backup

**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 7: Thermal & Moisture Protection**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if  
its currently being billed in the pay app.

Division Backup

Division Detail Sheet  
Construction Manager's Name

Project Name  
04/01/2021-04/30/2021

Division 8: Openings

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if  
its currently being billed in the pay app.

Division Backup





Division Backup



Division Backup



Division Backup



Division Backup





Division Backup



Division Backup



Division Backup

**Division Detail Sheet**  
**Construction Manager's Name**

**Project Name**  
**04/01/2021-04/30/2021**

**Division 22: Plumbing**

#	CM/Vendor/Sub	Description	Amount	Retainage w/held
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

\*\*Include Division Cover sheet if  
its currently being billed in the pay app.

Division Backup





Division Backup



Division Backup



Division Backup



Division Backup





Division Backup



Division Backup



Division Backup



Division Backup





Division Backup

# Owner Purchase Breakdown Sheet

\*Itemized list provides all approved current OPO invoices

OP Amount: \$

OP Overhead (X.X%) Fee: \$

OP Subtotal: \$

OP Contractor's (X.X%) Fee: \$

\*Example

OP Amount \$500,000.00

OP Overhead @ 2.0%: \$10,000.00

OP Subtotal: \$510,000.00

OP Contractor's Fee @ 2.25%: \$11,475.00

OP Overhead 2% Fee: \$10,000.00

OP Contractor's Fee @ 2.25%= \$11,475.00

\*List Owner Purchase Fees on Pay Application Index Form