

# PROGRESSIVE BILLING FORM

## SUBCONTRACTOR'S SCHEDULE OF VALUES BILLING

(Make copies of this form and use for EACH progressive billing)

Due the 20<sup>th</sup> of the Month by Email OR Fax – NOT BOTH

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project: \_\_\_\_\_ Job #: \_\_\_\_\_

Invoice #: \_\_\_\_\_ % of Work Complete: \_\_\_\_\_

Billing Period: \_\_\_\_\_ to \_\_\_\_\_

Original Contract Amount \$ \_\_\_\_\_

Approved Change Orders \$ \_\_\_\_\_

Revised Contract Amount \$ \_\_\_\_\_

Prior Gross Billings to Date \$ \_\_\_\_\_

Balance of Contract \$ \_\_\_\_\_

Current Draw Request \$ \_\_\_\_\_

Minus Retention \$ \_\_\_\_\_

Payment Due This Request \$ \_\_\_\_\_

### CONDITIONAL LIEN RELEASE WAIVER

Upon receipt of a check from Contractor in the sum of \$ \_\_\_\_\_ payable to Subcontractor/Material Supplier and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release pro tanto any construction lien, stop notice, or bond right the undersigned has on the above referenced project to the following extent:

This release covers a progressive payment for labor, services, equipment, or materials furnished to Contractor through \_\_\_\_\_ (date you have billed through).

Subcontractor/Material Supplier hereby certifies and warrants all charges for labor, materials, supplies, equipment, lands, licenses, and other expenses for which Contractor, Surety, or Owner might be sued, or for which a lien might be filed, or a bond claim made, and which has been fully satisfied and paid. Subcontractor/Material Supplier further agrees to defend and save harmless Owner from and against all suits, actions, claims, liens, or demands of laborers, mechanics, material suppliers, or others filed or brought against Owner or the buildings, structures, additions, or improvements constructed under the prime contract for the project listed above, or arising out of materials supplied by Subcontractor/Material Supplier and/or the performance of the subcontract work.

Subcontractor/Material Supplier has executed this *Conditional Lien Release Waiver*:

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Subcontractor or Material Supplier) (Must be Owner/Officer)

**UNCONDITIONAL LIEN RELEASE WAIVER** This release is enforceable (if you sign it) even if you have not been paid. If you have not been paid, complete only the *Conditional Lien Release Waiver* above.

The undersigned does hereby acknowledge receipt of payments in the sum of \$ \_\_\_\_\_ for labor, services, equipment, or materials furnished to Contractor through \_\_\_\_\_ (date you have billed through) and does hereby release pro tanto any and all claims and rights of lien which the undersigned has on the above referenced project, waives rights unconditionally, and states payment received for giving up those rights.

Subcontractor/Material Supplier has executed this *Unconditional Lien Release Waiver*:

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Subcontractor or Material Supplier) (Must be Owner/Officer)

### For Internal Use Only:

Vendor # _____	PO/Sub# _____	PC _____
Signed Contract _____	CPR/WFT _____	PM _____
Insurance Current _____	O&M Warranty _____	HS _____

# RETENTION BILLING FORM

## SUBCONTRACTOR'S RETENTION BILLING Submit at the End of the Project by Email OR Fax – NOT BOTH

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project: \_\_\_\_\_ Job #: \_\_\_\_\_

Original Contract Amount	_____ \$
Approved Change Orders	_____ \$
<b>Revised Contract Amount</b>	_____ \$
Payments Received to Date	_____ \$
<b>Retention Due</b>	_____ \$

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### CONDITIONAL LIEN RELEASE UPON PAYMENT OF RETENTION

Upon receipt of a check from Contractor for full payment of Retention to Subcontractor/Material Supplier and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release pro tanto any construction lien, stop notice, or bond right the undersigned has on the above referenced project to the following extent:

This release covers full and final payment for labor, services, equipment, or materials furnished to Contractor and Owner for the above referenced project.

Subcontractor/Material Supplier hereby certifies and warrants all charges for labor, materials, supplies, equipment, lands, licenses, and other expenses for which Contractor, Surety, or Owner might be sued, or for which a lien might be filed, or a bond claim made, and which has been fully satisfied and paid. Subcontractor/Material Supplier further agrees to defend and save harmless Owner from and against all suits, actions, claims, liens, or demands of laborers, mechanics, material suppliers, or others filed or brought against Owner or the buildings, structures, additions, or improvements constructed under the prime contract for the project listed above, or arising out of materials supplied by Subcontractor/Material Supplier and/or the performance of the subcontract work.

Subcontractor/Material Supplier has executed this *Conditional Lien Release Waiver*:

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Subcontractor or Material Supplier) (Must be Owner/Officer)