



BOYERCONSTRUCTION.NET

Subcontractor's Billing List of Instructions

Document Submission:

A. 1st Application AIA Documents for Payment should have the following forms completed and attached to them:

1. Application and Certificate for Payment (#G702)
2. Continuation Sheet (#G703)

***Note: Before this Payment application will be processed the following MUST be received by Contractor: Executed AIA 401 contract, Current Certificate of Insurance, W-9, and Schedule of Values.**

B. 2nd, 3rd, 4th (so long as it is not the final Application) AIA Documents for Payment should have the following forms complete and attached to them:

1. Application and Certificate for Payment (#G702)
2. Continuation sheet (#G703)
3. Unconditional Waiver and Release upon Progress Payment from Contractor for previous Application Paid

Example:

If this is the 2nd application it would be for the 1st application

If this is the 3rd application it would be for the 2nd application

****It will always be for the previous application****

C. AIA Documents with Final Application for Payment should have the following forms completed and attached to them:

1. Application and Certificate for Payment (#G702)
2. Continuation Sheet (#G703)
3. Unconditional Waiver and Release upon Progress payment from Contractor (**This should be for the previous application paid**).
4. Conditional Waiver and Release upon Final Payment for the current pay application.
5. Unconditional Waiver and Release upon Final Payment.