



APPLICATION FOR PAYMENT (AFP)

Please be advised that ITEK Construction & Consulting, Inc. requires all billings to be in AIA format.

Instructions for completing attached payment application:

1. Begin by filling in Description (Column B) and Schedule of Values (Column C) on Page. (All approved Change Orders should be entered as separate line items in Column B &
2. Enter % of completion in Column H
3. If you are billing for stored materials, enter that # into Column F next
4. Go to page 1.... Notice all your calculations were brought over from page 2
5. Enter any changes in page 1 in the Change Order Summary Section (This will create the calculation necessary in the "changes" field of the Contract Summary
6. In cell D7 on page 1 enter the total amount of prior billings (less retainage)
7. Submit a "Pencil Copy" has been approved by the PM, you may submit your "Original Notarized" billing to our office. NO FAXES PLEASE! Applications that do not meet the above requirements will NOT be paid and will be returned for correction.

Notes:

1. All subcontractor billings are to be submitted on our 'Application for Payment' form or a similar payment application document to be in AIA format with a Lien Waiver (Conditional or Unconditional) Attachment.
2. Progress Payment Request must include AIA form, and Conditional Lien Waiver
3. Final Payment Request must include AIA form, Unconditional Lien Waiver and Warranty.
4. All invoices must be mailed (faxed invoices are not accepted) on the 25th of each month.
5. Each application must be job and subcontract specific – Only one project per application.
6. Applications must be completed in full (including the job and subcontract #) and notarized.

Please contact our office with any questions or concerns regarding the above policy. Also, please sign below indicating that you have read ITEK's Standard Subcontractor Requirements and AFP Policy. **THANK YOU.**

Agreed: _____ Print Name:

Signature

Date: _____