**GENERAL CONTRACTOR CONSTRUCTION INVOICE SAMPLE TEMPLATE**

Blank Application for Payment can be found on page 2.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR PAYMENT** |   |   |   |   |   |             |
| APPLICATION NUMBER |  |
|   | TO OWNER |   | PROJECT |   |   |   |   |   |
|   |   |   |   | PERIOD ENDING |  |
|   |   |   |   |   |   |   |
|   |   | CONTRACT WORK |  |
|   | FROM CONTRACTOR |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   | CONTRACT NO |  |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | PREPARED BY |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| CONTRACTOR'S APPLICATION FOR PAYMENT |                         | CONTRACTOR'S CERTIFICATION |                        |
| Refer to backup sheets attached for detailed breakdown | The undersigned Contractor to the best of his knowledge, information and believe of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him for Work for which previous Certificates for Payment were issues and payments received from the Owner, and that current payment shown herein is now due.  |
|   |   |   |   |                   |   |   |   |
| 1 | Original Contract Amount: | $20,000.00 |
| 2 | Net Changes to Contract: | $600.00 |
| 3 | Total Contract Amount: | $20,600.00 | CONTRACTOR |  | DATE |  |
| 4 | Total Completed To Date: | $15,000.00 |   |
| 5 | Retainage: |   |   |   | State |  | Country |  |
| a. | 15% | of Completed Work |   |   |   | Subscribed & sworn to before me |
|   | Total Retainage: | $2,250.00 | this  |  | day of  |  |   |   |   |
|   |   |   |   |   |   |   |   |
| 6 | Total Completed Less Retainage: | $12,750.00 | Notary Public Name |  | Commission Expiration Date |  |
|   |   |   |   |   |   |   |
| 7 | Less Previous Applications: | $5,000.00 |   |
|   |   |   |   |   |   |   | ENGINEER'S CERTIFICATE FOR PAYMENT |
| 8 | Current Payment Due: | $7,750.00 | The Engineer hereby confirms that based on site observations & to the best of his/her knowledge, this payment application accurately reflects the progression of work and that this work meets contract requirements sufficient enough to justify payment in the amount certified below: |
|   |   |   |   |   |   |   |
| 9 | Balance to Finish Including Retainage: | $7,850.00 |
|   |   |   |   |   |   |   | AMOUNT CERTIFIED |  |   |   |
| EXTRA WORK SUMMARY | ADDITIONS | DELETIONS | Provide explanation below or attached if amount certified does not match this application amount. Initial all figures & markups to agree with certified amount. |
| Changes From Previous Applications | $1,000.00 | $400.00 |
| Changes From This Application | $0.00 | $0.00 | ENGINEER |   | DATE |   |
| Total | $1,000.00 | $400.00 | The Amount Certified is payable to the contractor listed above. |
| Net Changes | **$600.00** |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR PAYMENT** |   |   |   |   |   |             |
| APPLICATION NUMBER |  |
|   | TO OWNER |   | PROJECT |   |   |   |   |   |
|   |   |   |   | PERIOD ENDING |  |
|   |   |   |   |   |   |   |
|   |   | CONTRACT WORK |  |
|   | FROM CONTRACTOR |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   | CONTRACT NO |  |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | PREPARED BY |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| CONTRACTOR'S APPLICATION FOR PAYMENT |                         | CONTRACTOR'S CERTIFICATION |                        |
| Refer to backup sheets attached for detailed breakdown | The undersigned Contractor to the best of his knowledge, information and believe of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him for Work for which previous Certificates for Payment were issues and payments received from the Owner, and that current payment shown herein is now due.  |
|   |   |   |   |                   |   |   |   |
| 1 | Original Contract Amount: |  |
| 2 | Net Changes to Contract: |  |
| 3 | Total Contract Amount: |  | CONTRACTOR |  | DATE |  |
| 4 | Total Completed To Date: |  |   |
| 5 | Retainage: |  |  |  | State |  | Country |  |
| a. |  | of Completed Work |  |  |  | Subscribed & sworn to before me |
|   | Total Retainage: |  | this  |  | day of  |  |   |   |   |
|   |   |   |   |  |  |  |   |
| 6 | Total Completed Less Retainage: |  | Notary Public Name |  | Commission Expiration Date |  |
|   |   |   |   |  |  |  |
| 7 | Less Previous Applications: |  |   |
|   |   |   |   |  |  |  | ENGINEER'S CERTIFICATE FOR PAYMENT |
| 8 | Current Payment Due: |  | The Engineer hereby confirms that based on site observations & to the best of his/her knowledge, this payment application accurately reflects the progression of work and that this work meets contract requirements sufficient enough to justify payment in the amount certified below: |
|   |   |   |   |  |  |  |
| 9 | Balance to Finish Including Retainage: |  |
|   |   |   |   |   |   |   | AMOUNT CERTIFIED |  |   |   |
| EXTRA WORK SUMMARY | ADDITIONS | DELETIONS | Provide explanation below or attached if amount certified does not match this application amount. Initial all figures & markups to agree with certified amount. |
| Changes From Previous Applications |  |  |
| Changes From This Application |  |  | ENGINEER |   | DATE |   |
| Total |  |  | The Amount Certified is payable to the contractor listed above. |
| Net Changes |  |   |

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