

INSTRUCTION TO COMPLETE PAY REQUEST

- Tab 1 - Pay App:** Fill in all information based on your contract amount
Totals on the Pay App must match the Schedule of Values
Form must be signed and notarized
- Tab 2 - Sch. Of Values** Each Line Item will be a description of work, be specific.
Separate Labor and Materials
Totals must match the Pay App
- Tab 3 - Subcontractor Sworn Statement** Complete, sign and notarize.
Must include vendor waivers from previous month
****If not completed correctly, the pay app will be REJECTED***
- Tab 4 - Suppliers** List all Subcontractors, Material Vendors and Equipment Suppliers
Must be filled out completely

Note: All (4) forms must be included with each pay app submitted. If submitted incorrectly or incomplete, you will be contacted.

Email Deborah Clark for electronic versions of the forms.
dclark@blalockbc.com

SUBCONTRACT REQUEST FOR PROGRESS PAYMENT AND PARTIAL LIEN

TO THE CONTRACTOR:

Blalock Building Company, Inc.
 7309 Gadsden Hwy
 Trussville, AL 35173
 205/661-3040

FROM SUBCONTRACTOR:

DATE: _____ **PROJECT:** _____ **PAY REQUEST NO.:** _____

This request for payment is for work performed on the above project for the month ending: _____

CONTRACTORS USE ONLY

1 Original Contract Amount	\$	0.00
2 Approved Change Orders (1 through # _____)	\$	-
3 Adjusted Contract Amount	\$	-
4 Value original contract work completed to date ____%	\$	0.00
5 Value of approved Change Orders completed to date ____%	\$	0.00
6 Material suitably stored on site (per attached invoices)	\$	0.00
7 Total completed and stored to date including extras (line 4+5+6)	\$	-
8 Less ____% retained	\$	-
9 Net earned to date (Line 7 less line 8)	\$	-
10 Less amount previously approved	\$	0.00
11 AMOUNT DUE THIS REQUEST	\$	-
12 Balance to complete contract (Line 3 less line 9)	\$	-

The undersigned Subcontractor and the individual signing on behalf of Subcontractor certify that: (1) through the date of the Subcontractor's previous pay request, all of its subcontractors, materialmen, mechanics, and laborers with regard to the above Project have been fully paid and that none of such subcontractors, materialmen, mechanics, and laborers have any claims, demands or claims of lien with respect to said Project or on any applicable payment bond; (2) there are no additional costs or claims for any extras or additions of work, labor or material on the Project except as stated above; (3) all work and labor performed and materials installed are in accordance with the approved plans and specifications for the Project; (4) all federal and state payroll taxes and contributions for unemployment insurance, old age pensions, annuities, retirement benefits and union dues, imposed or assessed under any provision of any law or contract (and measured by wages, salaries or other remunerations paid by the Subcontractor to its employees or to its subcontractors engaged in the work or in any other operation incidental thereto) have been paid in full to date; and

(5) all payments received by Subcontractor from Contractor for this Project will be held as a trust fund and will be used by Subcontractor exclusively for the payment of work, labor and material furnished or rendered for the exclusive benefit of this Project. The undersigned Subcontractor and the individual signing on behalf of Subcontractor, do hereby jointly and severally agree to indemnify, defend and hold harmless Contractor against any loss or damage, including a reasonable attorneys fee, which the Contractor may incur by reason of the untruth or inaccuracy of any of the foregoing certifications and representations, or by reason of the filing of any lien(s), claim(s), or action(s) with respect to said Project or by any claim on any applicable payment bond by Subcontractors subcontractors, materialmen, mechanics, or laborers for amounts due them for services performed or material furnished to date. For valuable consideration, and as an inducement to Contractor to make payment against this payment request, Subcontractor does, except for retainage, hereby waive, release, remise and relinquish any and all claims of any kind, including the present or future right to claim any lien and/or make a claim on any applicable bond, to the extent of all monies due and owing up to the date hereof, and for any and all work done or labor or materials furnished for this Project

up to the date hereof. Deposit by Subcontractor of any check representing payment against this payment request constitutes acceptance by the Subcontractor of the amount of such check being the correct amount due pursuant to this request.

WITNESS the hand and seal of the undersigned this _____ day of _____, 20_____.

State of _____
 Country of _____

Company: _____
 Signature: _____
 Its: _____

Sworn and subscribed before me this _____ day of _____, 20_____.
 My Commission Expires: _____.

NOTARY PUBLIC

**SUBCONTRACTOR'S SWORN
STATEMENT**

The undersigned, being authorized to execute this Sworn Statement on behalf of Subcontractor, and being duly sworn, deposes and states that the below-named parties have furnished materials or have provided labor, or both, to Subcontractor for the Project. The undersigned further states that there are no other orders, contracts, or purchase orders (oral or written) for work or materials for Subcontractor's work on the Project, and that there is nothing due or to become due to any party for material, labor or other work of any kind furnished in connection with the Subcontract (through the end of the period for which **Subcontractor's Invoice for Payment No. _____**, is submitted), other than stated below.

NAMES OF SUBCONTRACTORS, MATERIAL SUPPLIERS and EQUIPMENT SUPPLIERS	TOTAL AMOUNT PURCHASED OR COMPLETED (COLUMN 1)	AMOUNT PREVIOUSLY PAID (COLUMN 2)	AMOUNT DUE* (COLUMN 3)

(Attach Additional Sheets if Necessary)

***WAIVER OR RELEASES FROM YOUR SUBCONTRACTORS OR SUPPLIERS IN THE AMOUNT DUE ON THE PREVIOUS SWORN STATEMENT MUST BE ATTACHED.**

Subscribed and sworn to before me this _____ day of _____ 20 _____
 _____ Subcontractor
 _____ Notary Public _____ Name: (Authorized Signature)
 My commission expires: _____ Title

CORPORATE ACKNOWLEDGEMENT
(Use Only if Subcontractor is Incorporated)

STATE OF _____
 COUNTY OF _____

BEFORE ME, the undersigned authority in and for said County and State, personally appeared _____ (Individuals' name), who after being by me first duly sworn, deposed and said that: (1) He is _____ (position) of _____ ("Subcontractor"), and (2) in that capacity he is authorized to execute this foregoing Subcontractor's Sworn Statement, for and as the act of Subcontractor; (3) he has read said instruments; (4) he understands them; and (5) he has executed said instruments for and as the act of Subcontractor.

Subscribed and sworn to before me this _____ day of _____ 20 _____
 _____ Subcontractor
 _____ Notary Public _____ Name: (Authorized Signature)
 My commission expires: _____ Title

Sub/Supplier List



BBC Subcontractor Name: _____

Pay Request # _____
Subcontractor Signature

Company Name / Contact	Address	Phone / Email	Scope of Work	Amount
1				
2				
3				
4				
5				
6				

*****Please note that the above information must be submitted and updated with every pay request.**