

Please submit the following information with your monthly Application for Payment:

- ✓ AIA Application for Payment (forms G702 & G703) *or* DEW's single-page Subcontractor Payment Application (must be signed. Please do not use standard invoices.)
- ✓ Subcontractor/Supplier Form (must be complete and signed.)
- ✓ Partial or Final Release and Waiver of Lien (must match application summary and be signed.)
- ✓ Refer to the Stored Materials Billing Checklist for additional requirements if you intend to bill for stored materials.

Notes:

- ✓ Submit electronically no later than the 25th of the month (or earlier if required by your contract) to the Senior Project Administrator or Administrative Director on your project. Please do not submit to AP.
- ✓ Do not bill for requested or pending change orders or use your application to request additions to your subcontract.
- ✓ Retainage release requests must be billed on a separate application.