Pay application: summary

G702/G703-style. Yellow cells are typed; white cells calculate from the continuation sheet and the change order log.

Project	Office fit-out (example)
Project address	100 Example Street
Billed to	Example Owner LLC
From (contractor)	Example Builders Inc.
Contract date	2026-01-15
Application no.	3
Period from	2026-04-01
Period to	2026-04-30
Retainage rate, completed work	10.0%
Retainage rate, stored materials	10.0%

Line	Description	Amount	Note
1	Original contract sum	$480,000.00	
2	Net change by approved change orders	$18,500.00	*From the Change order log (approved only)*
3	**Contract sum to date**	**$498,500.00**	
4	Total completed and stored to date	$327,500.00	*Continuation sheet total*
5a	Retainage on completed work	$31,550.00	
5b	Retainage on stored materials	$1,200.00	
5	**Total retainage**	**$32,750.00**	
6	**Total earned less retainage**	**$294,750.00**	
7	Less previous certificates for payment	$182,430.00	*From line 6 of your last certified application*
8	**Current payment due**	**$112,320.00**	
9	Balance to finish, including retainage	$203,750.00	
Check	*Ties to continuation sheet*	**OK**	

Change order summary

	Additions	Deductions
Approved in previous months	$18,500.00	$0.00
Approved this month	$0.00	$0.00
Totals	**$18,500.00**	**$0.00**
Net change by change orders	**$18,500.00**	**OK**

Sign-off

Submitted by (name, title)	
Signature and date	
Reviewed and certified by (name, title)	
Amount certified	
Signature and date	

Attachments (lien waivers, invoices for stored materials, etc.)

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Continuation sheet

Application no.	3	**Retainage: work**	10.0%	*Yellow = typed. Change orders: new lines at the bottom.*
Period to	2026-04-30	**Retainage: stored**	10.0%	

Item no.	Description of work	Scheduled value	Work completed: from previous application	Work completed: this period	Materials presently stored (not installed)	Total completed and stored to date	% complete	Balance to finish	Retainage	Flag
1	General conditions	$48,000.00	$19,200.00	$7,200.00	$0.00	$26,400.00	55.0%	$21,600.00	$2,640.00	
2	Sitework	$62,000.00	$62,000.00	$0.00	$0.00	$62,000.00	100.0%	$0.00	$6,200.00	
3	Concrete	$115,000.00	$80,500.00	$34,500.00	$0.00	$115,000.00	100.0%	$0.00	$11,500.00	
4	Framing	$98,000.00	$19,600.00	$49,000.00	$0.00	$68,600.00	70.0%	$29,400.00	$6,860.00	
5	MEP rough-in	$125,000.00	$0.00	$25,000.00	$12,000.00	$37,000.00	29.6%	$88,000.00	$3,700.00	
6	Finishes	$32,000.00	$0.00	$0.00	$0.00	$0.00	0.0%	$32,000.00	$0.00	
7	CO-01 Extra drainage	$18,500.00	$7,400.00	$11,100.00	$0.00	$18,500.00	100.0%	$0.00	$1,850.00	