

**INSTRUCTIONS  
CAD DRAW REQUEST**

<u>Page No</u>	<u>Description</u>
<b>1</b>	<b>Attention:</b> provide name of contact person, together with name and address of third-party lender
	<b>Date:</b> Represents date of actual request
	<b>Re:</b> Should specify name or title of facility, and location of Project
	<b>Address:</b> Add address of property
	<b>County:</b> Add county of property
	<b>Tax Parcel No.:</b> Add tax parcel number of property (also known as the “assessor’s parcel number” in some counties)
	<b>Draw Request No.:</b> Represents number in sequential order of request
	<b>Draw Request from Period:</b> Identifies dates for which actual work was performed and invoices collected for labor, materials, etc. at certain points in the Project
	<b>Amount of This Draw Request:</b> Represents cost of subject Draw Request. Write the amount in words and the numerical amount in the parentheses. For example, if the total cost was \$12,345.67, you would write it out as follows: TWELVE THOUSAND THREE HUNDRED FORTY-FIVE AND 67/100 DOLLARS (\$12,345.67).
	<b>Total Amount of Draw Requests:</b> Represents actual costs of Project for from beginning of the Project to the date of the subject Draw Request. Write the amount in words and the numerical amount in the parentheses. For example, if the total cost was \$12,345.67, you would write it out as follows: TWELVE THOUSAND THREE HUNDRED FORTY-FIVE AND 67/100 DOLLARS (\$12,345.67).
	<b>Insert date of underlying Project Contract.</b>
	<b>Contractor:</b> Name of Contractor who is requesting draw amounts
	<b>Date:</b> Represents date that Contractor signed request
	<b>Signed:</b> Signature, name of signatory, and name of Contractor requesting draw
<b>Schedule of Values</b>	<b>Lists all line-item tasks that need to be completed along with an estimated budget for each task. Each line item should be updated with each draw request. This Schedule helps keep track of how much money has been spent for the amount of work that has been completed to date.</b>