[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Schedule of values

Pay request # _____
Period ending _____
Date _____

Project _____ Contract # _____
Project address _____ Contract date _____
Submitted to _____ Retainage rate (%) _____

#	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUSLY COMPLETED	THIS PERIOD	STORED MATERIALS	COMPLETED + STORED TO DATE	% COMPLETE	LEFT TO FINISH	RETAINAGE
1	Mobilization and general conditions								
2	Permits and fees								
3	Demolition								
4	Site work and excavation								
5	Concrete and foundation								
6	Framing								
7	Roofing								
8	Windows and exterior doors								
9	Plumbing rough-in								
10	Electrical rough-in								
11	HVAC								
12	Insulation								
13	Drywall								
14	Cabinets and countertops								
15	Tile and flooring								
16	Plumbing and electrical finish								
17	Interior trim and doors								
18	Painting								
19	Punch list and closeout								
20									
21									
	Original contract	**$**	**$**	**$**	**$**	**$**	**%**	**$**	**$**

Completed + stored to date = previously completed + this period + stored materials. % complete = completed + stored ÷ scheduled value. Left to finish = scheduled value – completed + stored. Retainage = completed + stored × the retainage rate.

APPROVED CHANGE ORDERS

#	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUSLY COMPLETED	THIS PERIOD	STORED MATERIALS	COMPLETED + STORED TO DATE	% COMPLETE	LEFT TO FINISH	RETAINAGE
1	CO #								
2	CO #								
3	CO #								
4	CO #								
5	CO #								
6	CO #								
	Change orders	**$**	**$**	**$**	**$**	**$**	**%**	**$**	**$**
	Contract total	**$**	**$**	**$**	**$**	**$**	**%**	**$**	**$**

PAY REQUEST SUMMARY

1. Original contract	$
2. Change orders approved (net)	$
3. Adjusted contract sum (1 + 2)	$
4. Work completed and stored to date	$
5. Less retainage held	$
6. Earned to date, less retainage (4 – 5)	$
7. Less amounts billed on earlier pay requests	$
8. Amount due this pay request (6 – 7)	**$**
9. Left to bill, including retainage (3 – 6)	$

NOTES

Stored materials and where they are kept, change orders pending approval, anything the reviewer should know

APPROVAL

Approved amount $ _____

Reviewed by _____

Submitted for payment. The work and stored materials shown above are, to the best of the contractor's knowledge, in place or on hand as of the period end date.

Contractor

Signature

Printed name and title

Date

Owner or general contractor

Signature

Printed name and title

Date

Similar in purpose to AIA's G703 continuation sheet, but this is not an AIA document and does not use AIA wording. If your contract calls for AIA forms or the owner's own pay application, use those.