

EXAMPLE

SUBCONTRACT BREAKDOWN

The Subcontract Breakdown form is to be completed and returned with your signed Subcontract Agreement as well as updated and included with every Application for Payment. Attached is an example of our Subcontract Breakdown. An explanation of each column follows:

- Column A Number each item of work sequentially.
- Column B Give a brief description of each portion of the work.
- Column C Indicate the estimated cost for all materials, labor, and equipment associated with each portion of the work. The TOTAL of this column will equal your contract amount and is to be inserted on Line 1 of the Application for Payment.
- Column D Indicate the portion of Column C that was billed in prior applications. On your first application these will all be zero.
- Column E Indicate the portion of Column C that was installed during the month for which you are billing. The sum of the TOTALS from Columns D and E is to be inserted in Line 4 of the Application for Payment.
- Column F Indicate the value of materials stored at the job site during the month for which you are billing. When these materials are installed their value will be transferred to Column E. The TOTAL is to be inserted in Line 6 of the Application for Payment.
- Column G Add the amounts in Columns D, E, and F. For the percentage, divide the sum of those columns by Column C. Note the percentage should never be greater than 100%. The TOTAL is to be inserted in Line 7 of the Application for Payment.
- Column H Subtract Column G from Column C.
- Column I Multiply Column G by 10%. The TOTAL is to be inserted in Line 8 of the Application for Payment.

As indicated in item 3 of the Subcontract Agreement, payments will not be made unless this form is included with your Application for Payment.