



## WestScott Payment Application

*\* Please complete application and email or mail back for payment*

*\* All Invoices email to [Acctpay@westscottinc.com](mailto:Acctpay@westscottinc.com)*

*\* Payment will be processed once funding is approved*

*\* For questions please call 850-841-9102*

**Job Name:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Sub-Contractor's Name:** \_\_\_\_\_

	1st Draw	2nd Draw	3rd Draw	4th Draw	5th Draw
<b>Contract Sum</b>					
<b>Change Order</b>					
<b>Sub Total</b>					
<b>Draw for Amount of Work</b>					
<b>Less 10% Retainage</b>					
<b>Amount Left to Draw</b>					

**Please Note:**

- \* Contract Sum = agreed upon contract amount*
- \* Change Orders = only approved written change orders will be accepted*
- \* Sub Total = Contract Sum + any Change Orders for this draw amount*
- \* Retainage = 10% of the sub total for the draw requested*
- \* Amount Left to Draw = Balance of work to be performed/money still remaining*



## WestScott Payment Application *Example*

- \* Please complete application and email or mail back for payment
- \* All Invoices email to [Acctpay@westscottinc.com](mailto:Acctpay@westscottinc.com)
- \* Payment will be processed once funding is approved
- \* For questions please call 850-841-9102

**Job Name:** Buddy's Bagels

**Job Address:** 333 North Main Street, Tallahassee, FL

**Sub-Contractor's Name:** Scott's Painting

	1st Draw	2nd Draw	3rd Draw	4th Draw	5th Draw
<b>Contract Sum</b>	\$ 2,800.00	\$ 1,200.00	\$ 600.00		
<b>Change Order</b>	\$ --	\$ 325.00	\$ --		
<b>Sub Total</b>	\$ 2,800.00	\$ 1,525.00	\$ 600.000		
<b>Draw for Amount of Work</b>	\$ 1,600.00	\$ 925.00	\$600.00		
<b>Less 10% Retainage</b>	( retainage may be deducted per contract )				
<b>Amount Left to Draw</b>	\$ 1,200.00	\$ 600.00	\$ --		

**Please Note:**

- \* *Contract Sum = agreed upon contract amount*
- \* *Change Orders = only approved written change orders will be accepted*
- \* *Sub Total = Contract Sum + any Change Orders for this draw amount*
- \* *Retainage = 10% of the sub total for the draw requested*
- \* *Amount Left to Draw = Balance of work to be performed/money still remaining*