



DONN ROBERTS CONSTRUCTION, INC.

3028 De La Vina St  
Santa Barbara, CA 93105  
805-563-2220 F: 805-563-2959  
License 83180

Dear Subcontractors & Vendors,

Effective immediately all requests for payment must have the following enclosed or your request for payment will be rejected:

- 1) An "Application for Payment" request form filled out with a Reference Order (RO)/Purchase Order (PO) number. All work must have a RO/PO. This includes Contract work, Change Order's(CO's) and any materials purchased. Note all work must have a signed contract and the owner of the project must sign all CO's before work can commence. Each RO will have a defined scope and a cost associated with it. If you are unsure, ask your DRC superintendent.
- 2) All required lien releases. Send a conditional release from you and for all material purchases with your payment request. After you receive your check you will be required to send an Unconditional release from you and your suppliers. For multiple payment requests, the unconditional must be received from both you and your suppliers before a new Application for Payment can be accepted.
- 3) All original insurance certificates must be received. This includes Workers Comp, General Liability and Auto. We do not accept faxed copies.
- 4) Note you should be sending Preliminary notices and opening job cards with your suppliers so that they will send notices. This protects all of us.

I suggest the following Application for Payment schedule (note every trade is different):

- 1<sup>st</sup> Bill- For materials, when they are delivered to the jobsite.
- 2<sup>nd</sup> Bill- For 50% Completion(less 10%retention)
- 3<sup>rd</sup> Bill- For 75% Completion(less 10%retention)
- 4<sup>th</sup> Bill- For 90% Completion(less 10%retention)
- 5<sup>th</sup> Bill- For 10% Retention

Change Orders should be billed separately as those are due when completed.  
All forms available on our website at [www.drconst.com](http://www.drconst.com).

Thank You

Donn Roberts Construction, Inc.  
3028 De La Vina St.  
Santa Barbara, CA 93105



Donn Roberts Construction, Inc.  
 3028 De La Vina Street  
 Santa Barbara, CA 93105  
 Ph: 805-563-2220 Fx: 805-563-2959  
 Lic. # 831180

# Application for Payment

Reference Order #		Job Owner	
Today's Date		Property Address	
Subcontractor			

## Contract & Change Order Totals:

Contract Amount \$

CO # 1	\$
CO # 2	\$
CO # 3	\$
CO # 4	\$
CO # 5	\$
CO # 6	\$
CO # 7	\$
CO # 8	\$
CO # 9	\$
Total CO's	\$

## Current Billing:

Note: Change Orders have a different Reference Order number and should be billed separately from Contract work. Fill out the appropriate side below (Contract or Change Order):

	Contract	Change Order
Job Percent Complete	<input type="text"/> %	<input type="text"/> %
Less ___% Retention	<input type="text"/>	<input type="text"/>
Current Billing Percent	<input type="text"/> %	<input type="text"/> %
Current Billing Request	\$ <input type="text"/>	\$ <input type="text"/>

## List Outstanding Invoices including this Payment Request:

Invoice #	Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Total Currently due	\$ <input type="text"/>

## Preliminary Notice Information. List all Vendor/Subs used on this Job:

Please remember to submit an application for payment and conditional lien releases with all original invoices. Payment may be withheld if we have not received an original copy of an unconditional lien release for any prior payments. You must include all (un)conditional releases from your vendors.

Vendor:	Amount	\$
Vendor:	Amount	\$
Vendor:	Amount	\$
Vendor:	Amount	\$
Vendor:	Amount	\$