Progress Payment Request Form

Project Name

Enter project name

Project Number

Enter project number

Owner / Client

Enter owner or client

Contractor

Enter contractor name

Requisition No.

Enter requisition number

Date

Progress Details

Description of Work	Schedule Value ($)	Previously Completed ($)	This Period ($)	Total Completed to Date ($)	Balance to Finish ($)
E.g. Concret					
E.g. Structura					
E.g. Electrica					

Retainage (%)

Retainage Amount ($)

Summary

Total Contract Value ($)

Total Completed to Date ($)

Less Previous Payments ($)

Current Payment Due ($)

Authorized Signatures

Contractor Representative

Name / Signature

Date

Owner / Client Approval

Name / Signature

Date

Important Notes

- Ensure all progress has been properly verified and documented before requesting payment.
- Retainage and deduction policies must align with contract terms.
- Attach all required supporting documents (e.g., updated schedule, photos, inspection reports).
- This form must be signed by authorized representatives of contractor and owner/client.
- Incomplete or inaccurate forms may delay payment processing.