

Subcontractor Payment Request

Project Name: _____
Project Address: _____
Main Contractor: _____
Subcontractor Company: _____
Subcontractor Contact: _____
Request Date: _____
Payment Request No.: _____

Work Performed

Description of Work	Start Date	End Date	Amount Requested
Example: Interior Painting, 2nd Floor	2024-04-10	2024-04-18	\$6,400.00

Summary of Payment

Description	Amount
Contract Amount	\$25,000.00
Previous Payments	(\$10,000.00)
Change Orders	\$500.00
Current Payment Requested	\$6,400.00
Retention (if any)	(\$320.00)
Total Payment Due	\$6,080.00

Subcontractor Declaration

I certify that the amounts requested are for work performed and materials provided in accordance with the subcontract agreement, and all previous payments have been applied towards labor, materials, and associated costs.

Authorized Subcontractor Signature

Date: _____

Important Notes

- This document should be accompanied by supporting invoices and evidence of work completion.
- Ensure all previous payments and change orders are accurately recorded.
- Retain a signed copy for your records and submit to the main contractor per project agreement.
- Incorrect or incomplete requests may delay payment processing.
- Verify retention policy and required lien waivers before submission.