

ANATOMY OF AN
AIA BILLING

PART 2: G703

First AIA job?

If you've landed your first AIA job or are thinking about bidding on one, you might be feeling a bit overwhelmed about the AIA billing process. **It has a reputation of being cumbersome and frustrating — but it doesn't have to be.**

In our **three-part series on AIA billing basics**, we're walking you through:

An Overview of the
AIA Billing Process
(Part 1)

The Anatomy of
AIA Billing Forms
(Part 2)

How FOUNDATION
Can Help You Perform
AIA Billings (Part 3)



First of all, there are typically two different documents that make up a usual billing:

G702

Application and Certification for Payment

G703

Continuation Sheet

We've seen the G702. Now, we'll zoom into G703 in all of its detail.

Disclaimer:

Both Document G702™ and Document G703™ are copyrighted by the American Institute of Architects. We'll be showing you AIA-type documents for use with progress billing.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212	PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212	APPLICATION NO.: S PERIOD TO: 8/30/2017	DISTRIBUTION TO: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO.:	

CONTRACT FOR: _____ **CONTRACT DATE:** _____

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$		17,698.00
2. Net Change by Change Orders	\$		3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$		21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$		12,896.40
5. RETAINAGE:			
a. 10.00% of Completed Work	\$	1,212.99	
b. 10.00% of Stored Material	\$	76.65	
Total retainage (Line 5a + 5b)	\$		1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$		11,606.76
<small>(Line 4 less Line 5 Total)</small>			
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$		7,041.06
<small>(Line 6 from prior Certificate)</small>			
8. CURRENT PAYMENT DUE	\$		4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$		9,591.24
<small>(Line 3 less Line 6)</small>			

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	
Total changes approved in previous months by Owner	3,500.00	0.00	
Total approved this Month	0.00	0.00	
TOTALS	3,500.00	0.00	
NET CHANGES by Change Order	3,500.00		

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
 County of: _____
 Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public:
 My Commission Expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

4	Four	133.00	0.00	66.50	66.50	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	0.00	0.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	0.00	0.00	256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	0.00	0.00	966.60	30.00	2,255.40	96.66
	Totals:	4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Page 2 of 2

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

RETAINAGE

	00	800.00
	00	84.00
	00	70.00

G703: An Overview

The G703 provides the line-item detail for the application.

The amounts, retainage and change orders on the G702 are shown here item-by-item, and here's where the infamous "redlining" can occur.

AIA Type Document Application and Certification for Payment									
TO (OWNER): Sublot 13 Brunswick, OH 44212			PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212			APPLICATION NO: S PERIOD TO: 8/30/2017		DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR	
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116			VIA (ARCHITECT):			ARCHITECT'S PROJECT NO:			
CONTRACT FOR:					CONTRACT DATE:				
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	133.00	0.00	66.50	66.50	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	0.00	0.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	0.00	0.00	256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	0.00	0.00	966.60	30.00	2,255.40	96.66
	Totals:	4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

The Schedule of Values

The lower half of this page includes a row for each line item on the contract's schedule of values.

An item can represent different types of labor, parts of the project, milestones, etc. Each line item is given a scheduled value, which is the billable amount agreed upon in the contract.

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS
Section #1									
1	One	10,000.00	4,000.00						
2	Two	1,200.00	600.00						
3	Three	1,500.00	0.00						
Section #2									
4	Four	133.00	0.00						
5	Five	322.00	0.00						
6	Six	321.00	256.80						
7	Seven	1,000.00	0.00						
8	Eight	3,222.00	966.60						
Totals:		4,998.00	1,223.40						
Change Orders									
9	CO #1	3,500.00	2,000.00						
CO TOTALS:		3,500.00	2,000.00						
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Completed This Period

The “Completed This Period” column represents the amount of work that was done during the current billing period (not including stored material).

AIA Type Document Application and Certification for Payment							COMPLETED THIS PERIOD		
TO (OWNER): Sublot 13 Brunswick, OH 44212		PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212		APPLICATION PERIOD TO: 8/2023			4,000.00	Page 2 of 2	
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116		VIA (ARCHITECT):		ARCHITECT'S PROJECT NO:			240.00	DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR	
CONTRACT FOR:				CONTRACT DATE:			0.00		
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED		RETAINAGE	
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	0.00	800.00	
2	Two	1,200.00	600.00	240.00	0.00	840.00	0.00	84.00	
3	Three	1,500.00	0.00	0.00	700.00	700.00	0.00	70.00	
Section #2									
4	Four	133.00	0.00	66.50	66.50	133.00	66.50	13.30	
5	Five	322.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	Six	321.00	256.80	0.00	0.00	256.80	0.00	25.68	
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	Eight	3,222.00	966.60	0.00	0.00	966.60	0.00	96.66	
Totals:		4,998.00	1,223.40	66.50	66.50	1,356.40	0.00	135.64	
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	0.00	200.00	
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	0.00	200.00	
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Completed This Period

For each line item, the amount completed this period can be entered directly, or it can be calculated using the percent of completion, previous applications and stored material — each shown here.

AIA Type Document Application and Certification for Payment									
TO (OWNER): Sublot Brun			Div. Sublot 61		APPLICATION NO: S		%		
FROM (CONTRACTOR):			OH 44212		PERIOD TO: 8/30/2017		80.00		
CONTRACT FOR:					ARCHITECT'S PROJECT NO:		70.00		
					CONTRACT DATE:		46.67		
ITEM		PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BAL
Section #1		0.00	66.50	66.50					0.00
1	One	0.00	0.00	0.00	4,000.00	0.00	8,000.00	80.00	27.14
2	Two	256.80	0.00	0.00	240.00	0.00	840.00	70.00	84.00
3	Three	0.00	0.00	0.00	0.00	700.00	700.00	46.67	70.00
Section #2		966.60	0.00	0.00					57.14
4	Four	1,223.40	66.50	66.50	66.50	66.50	133.00	100.00	13.30
5	Five	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Six	2,000.00	0.00	0.00	0.00	0.00	256.80	80.00	256.80
7	Seven	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
8	Eight	0.00	0.00	0.00	0.00	0.00	966.60	30.00	2,255.40
		\$7,823.40	\$4,306.50	\$766.50	66.50	66.50	1,356.40	27.14	3,641.60
Change Orders									
9	CO #1		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00
									200.00
		CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00
									200.00
		REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60
									\$1,289.64

Completed This Period

The math to determine “Completed This Period” based on the percent of completion would look like this:

(Scheduled Value * % Complete) – (Previous Applications + Stored Material) = Completed This Period.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212 APPLICATION NO: 5 PERIOD TO: 8/30/2017 DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	0.00	700.00	46.67	800.00	70.00
Section #2									
4	Four								
5	Five								
6	Six								
7	Seven								
8	Eight								
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

● SCHEDULE VALUE
▲ %
◆ PREVIOUS APPLICATIONS
■ STORED MATERIAL
○ COMPLETED THIS PERIOD

[10,000.00 × 80.00] – [4,000.00 + 0.00] = 4,000.00

Stored Material

This column indicates any material that hasn't yet been used on the project but that you're including in your application for payment because it's stored on the jobsite.

AIA Type Document Application and Certification for Payment									
TO (OWNER): Sublot 13 Brunswick, OH 44212		PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212		APPLICATION NO: S PERIOD TO: 8/30/2017		DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR			
FROM (CONTRACTOR): ABC Contract 456 Riverview Rocky River, C		A (ARCHITECT):		ARCHITECT'S PROJECT NO:					
CONTRACT FOR:				CONTRACT DATE:					
ITEM	DESCRIPTION	PREVIOUS APPLICATION	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE	
Section #1									
1	One	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00	
2	Two	600.00	240.00	0.00	840.00	70.00	360.00	84.00	
3	Three	0.00	0.00	700.00	700.00	46.67	800.00	70.00	
Section #2									
4	Four	0.00	66.50	66.50	133.00	100.00	0.00	13.30	
5	Five	0.00	0.00	0.00	0.00	0.00	322.00	0.00	
6	Six	256.80	0.00	0.00	256.80	80.00	64.20	25.68	
7	Seven	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
8	Eight	966.60	0.00	0.00	966.60	30.00	2,255.40	96.66	
		1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64	
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	2,000.00	57.14	1,500.00	200.00	
CO TOTALS:		3,500.00	2,000.00	0.00	2,000.00	57.14	1,500.00	200.00	
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	60.84	\$8,301.60	\$1,289.64	

Completed and Stored to Date

The billable sum of everything completed on past applications, everything completed during this period and everything presently stored is your total completed and stored to date for each item.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212 APPLICATION NO: S PERIOD TO: 8/30/2017 DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two							360.00	84.00
3	Three							800.00	70.00
Section #2									
4	Four							0.00	13.30
5	Five							322.00	0.00
6	Six							64.20	25.68
7	Seven							1,000.00	0.00
8	Eight								
	Totals:	3,222.00	966.00	0.00	0.00	966.60	30.00	2,255.40	96.66
		4,898.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1								
		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$788.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

◆ PREVIOUS APPLICATIONS
○ COMPLETED THIS PERIOD
■ STORED MATERIAL
★ COMPLETED STORED

1,223.40 + 66.50 + 66.50 = 1,356.40

Percent Complete

The schedule of values also shows the percent of completion for each line item.

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATION	APPLIED	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
<p>TO (OWNER): Sublot 13 Brunswick, OH 44212 PROJECT: Str Sub Bru APPLICATION NO: S PERIOD TO: 8/30/2017 DISTRIBUTION TO: _OWNER _ARCHITECT _CONTRACTOR</p> <p>FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116 VIA (ARCHITE ARCHITECT'S PROJECT NO:</p> <p>CONTRACT FOR: CONTRACT DATE:</p>									
Section #1									
1	One	10,000.00	4,000.00	80.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	70.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	46.67	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	133.00	0.00	57.14	66.50	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	57.14	0.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	80.00	0.00	256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	30.00	0.00	966.60	30.00	2,255.40	96.66
Totals:		4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Percent Complete

Construction accounting software handles the calculations automatically when you update the billing application.

But working out the percent complete manually is a simple division of the item's total amount completed and stored to date by its scheduled value.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13
Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61
Sublot 13
Brunswick, OH 44212 APPLICATION NO: 5
PERIOD TO: 8/30/2017 DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors
456 Riverview Avenue
Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S
PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	13.30
5	Five	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Six	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Eight	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	96.66
	Totals:	4,900.00	0.00	0.00	0.00	0.00	0.00	0.00	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

★ **COMPLETED STORED**
8,000.00

● **SCHEDULE VALUE**
10,000.00

▲ **PERCENT COMPLETE**
= 80%

Balance to Finish

The "Balance to Finish" column then shows what remains to be billed after the current period, assuming the application is accepted and certified.

					BALANCE				
AIA Type Document Application and Certification for					2,000.00			Page 2 of 2	
TO (OWNER): Sublot 13 Brunswick, OH 44212		PROJECT: Strubridge Div. Sublot Sublot 13 Brunswick, OH 44212		360.00	CONTRACT NO: S		DISTRIBUTION TO:		
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116		VIA (ARCHITECT):		800.00	DATE TO: 8/30/2017		_ OWNER _ ARCHITECT _ CONTRACTOR		
CONTRACT FOR:					0.00	ARCHITECT'S CT NO:			
					322.00	CONTRACT DATE:			
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	64.20	PERCENT PAID	%	BALANCE	RETAINAGE
Section #1					1,000.00				
1	One	10,000.00	4,000.00	4,000.00	2,255.40	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	3,641.60	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00		700.00	46.67	800.00	70.00
Section #2									
4	Four	133.00	0.00	66.50	1,500.00	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	0.00	1,500.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	0.00		256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00		0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	0.00	\$8,301.60	966.60	30.00	2,255.40	96.66
Totals:		4,998.00	1,223.40	66.50		1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Balance to Finish

It's calculated by subtracting the amount completed and stored to date from the scheduled value.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13
Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61
Sublot 13
Brunswick, OH 44212 APPLICATION NO: 5
PERIOD TO: 8/30/2017 DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors
456 Riverview Avenue
Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S
PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	13.30
5	Five	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
6	Six	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,200.00	0.00	0.00	0.00	0.00	0.00	3,200.00	96.66
	Totals:	4,900.00	0.00	0.00	0.00	0.00	0.00	4,900.00	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

● SCHEDULE VALUE ★ COMPLETED STORED ♥ BALANCE
 10,000.00 - 8,000.00 = 2,000.00

Balance to Finish

The sum of the total balance to finish and the total retainage held would tie out to the total on Line 9 of the G702.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)	\$	7,041.06
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	
Total changes approved in previous months by Owner	3,500.00	0.00	
Total approved this Month	0.00	0.00	
TOTALS	3,500.00	0.00	
NET CHANGES by Change Order	3,500.00		

REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64
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Retainage

Finally, the “Retainage” column shows the amount per item that’s currently being held from billing, including on stored material.

The retainage total should then tie out to Line 5 on the G702.

AIA Type Document Application and Certification for Payment									
TO (OWNER): Sublot 13 Brunswick, OH 44212			PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212			APPLICATION NO: S PERIOD TO: 8/30/2017		DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR	
FROM (CONTRACTOR): ABC Contractors			VIA (ARCHITECT):			ARCHITECT'S			
5. RETAINAGE:									
a. <u>10.00</u> % of Completed Work			\$ <u>1,212.99</u>						
b. <u>10.00</u> % of Stored Material			\$ <u>76.65</u>						
Total retainage (Line 5a + 5b)			\$ <u>1,289.64</u>						
3	Three		1,500.00	0.00	0.00	700.00	700.00	800.00	800.00
Section #2									
4	Four		133.00	0.00	66.50	66.50	133.00	100.00	13.30
5	Five		322.00	0.00	0.00	0.00	0.00	322.00	0.00
6	Six		321.00	256.80	0.00	0.00	256.80	80.00	25.68
7	Seven		1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight		3,222.00	966.60	0.00	0.00	966.60	30.00	96.66
		Totals:	4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	135.64
Change Orders									
9	CO #1		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	200.00
		CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	200.00
REPORT TOTALS			\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60
									\$1,289.64

Conclusion

Filling out an AIA billing form isn't exactly simple, but it doesn't have to be incredibly complicated either.

Accounting software designed for the construction industry offers integrated AIA billing tools that **make the data entry easier, the tracking of redlines convenient and your billing through A/R seamless.**

To learn more about AIAs and discover how Foundation Software can help you, **check out our [Learn](#) section and [watch an online product tour of FOUNDATION®.](#)**

