



Date _____
Invoice # _____
Project _____
Subcontractor _____
Address _____

Phone _____
Fax _____
Email Address _____

Base Contract Amount _____
Change Order Amount _____
Total Contract _____

Please Attach Schedule of Values if Applicable

Billing Period to: _____
Percent of Total Contract Earned _____
Total Earned _____
Total Retention (5%) _____
Total Billed Previous _____
Total This Billing _____

Billing Guidelines

Billings are due by the **twenty fifth of the month** to be considered in the billing period
Appropriate lien releases must be submitted with invoice
Supplier releases are due prior to payment
Certified payroll documentation must be up to date prior to payment

Date Company Name Signature & Title
Guidelines are subject to change as required by project owners



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**CONDITIONAL WAIVER AND RELEASE ON
PROGRESS PAYMENT
(CALIFORNIA CIVIL CODE §8132)**

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: _____
Name of Customer: _____
Job Location: _____
Owner: _____
Through Date: _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: _____
Amount of Check: \$ _____
Check Payable to: _____

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:

Date(s) of prior waiver and release(s): _____
Amount(s) of prior unpaid progress payment(s): \$ _____

- (A) a right based on rescission, abandonment, or breach of contract, and
- (B) the right to recover compensation for work not compensated by the payment.

Signature

Claimant's Signature: _____
Claimant's Printed Name: _____
Claimant's Title: _____
Date of Signature: _____