# Schedule of values and pay application continuation sheet

Use this file to set up a schedule of values and bill against it each month. It works for a general contractor billing an owner or a subcontractor billing a general contractor.

On the Project sheet, fill in the job, the contract, and this application's number and period.

On the Summary sheet, enter the original contract sum and the retainage rates your contract sets.

On the Schedule of values sheet, type over the sample descriptions with your own lines. The samples are a general contractor's lines by CSI division. A subcontractor lists its own trade's work instead.

Follow the spec sections. Split a large line by floor, area, or labor and material, so a reviewer can check it against the work on site.

Put a line on its own for each allowance, for bonds and insurance, and for closeout.

Enter each line's Scheduled value. The Totals row must equal the original contract sum. The Summary sheet shows any difference.

Once the owner or general contractor approves the scheduled values, keep them fixed. List each approved change order on the Change orders sheet, by its number. Leave a change off until it is approved.

Each month, enter This period: the value of the work put in place on each line since the last application.

Enter Materials stored for materials delivered but not yet installed. When you install them, take their value out of Materials stored and add it to This period.

Total completed and stored to date, Percent complete, and Balance to finish work themselves out.

The Summary sheet withholds retainage at your two rates and adds up the application. Enter the amount paid or certified on previous applications there. Payment due this application is what you bill.

For the next application, save a copy. On each line, add This period into Previous applications, then clear This period.

Need more lines? Copy a blank row and insert the copy above the last blank row. The copy keeps its formulas, and the totals include it.

Do not type in the shaded number cells. They hold the formulas.


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## Project

| Project | Details |
|---|---|
| **Project name and address** | |
| **Owner** | |
| **General contractor** | |
| **Subcontractor and trade (when a subcontractor bills)** | |
| **Contract or subcontract number and date** | |
| **Application number** | |
| **Period from (date)** | |
| **Period to (date)** | |
| **Prepared by (name, phone, and email)** | |
| **Reviewed by (name, title, and date)** | |



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## Schedule of values

| Item and description of work | Scheduled value | Work completed, previous applications | Work completed, this period | Materials stored, not yet installed | Total completed and stored to date | Percent complete | Balance to finish |
|---|---|---|---|---|---|---|---|
| **Division 01 General requirements** | | | | | | | |
| **1. General conditions: supervision, field office, temporary facilities** | | | | | | | |
| **2. Mobilization** | | | | | | | |
| **3. Bonds and insurance** | | | | | | | |
| **4. Closeout: punch list, record documents, manuals, attic stock** | | | | | | | |
| **5. Overhead and fee** | | | | | | | |
| **Division 02 Existing conditions** | | | | | | | |
| **6. Selective demolition** | | | | | | | |
| **Division 03 Concrete** | | | | | | | |
| **7. Footings and foundations** | | | | | | | |
| **8. Slab on grade** | | | | | | | |
| **9. Elevated slabs on metal deck** | | | | | | | |
| **Division 04 Masonry** | | | | | | | |
| **10. Unit masonry** | | | | | | | |
| **Division 05 Metals** | | | | | | | |
| **11. Structural steel and metal deck** | | | | | | | |
| **12. Metal stairs, railings, and miscellaneous metals** | | | | | | | |
| **Division 06 Wood, plastics, and composites** | | | | | | | |
| **13. Rough carpentry and blocking** | | | | | | | |
| **14. Architectural woodwork and casework** | | | | | | | |
| **Division 07 Thermal and moisture protection** | | | | | | | |
| **15. Roofing and flashing** | | | | | | | |



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| Item and description of work | Scheduled value | Work completed, previous applications | Work completed, this period | Materials stored, not yet installed | Total completed and stored to date | Percent complete | Balance to finish |
|---|---|---|---|---|---|---|---|
| **16. Waterproofing and air barrier** | | | | | | | |
| **17. Firestopping and joint sealants** | | | | | | | |
| **Division 08 Openings** | | | | | | | |
| **18. Doors, frames, and hardware** | | | | | | | |
| **19. Storefront, curtain wall, and glazing** | | | | | | | |
| **Division 09 Finishes** | | | | | | | |
| **20. Metal framing and gypsum board** | | | | | | | |
| **21. Acoustical ceilings** | | | | | | | |
| **22. Flooring** | | | | | | | |
| **23. Painting and wall coverings** | | | | | | | |
| **Division 10 Specialties** | | | | | | | |
| **24. Toilet partitions, accessories, and signage** | | | | | | | |
| **Division 14 Conveying equipment** | | | | | | | |
| **25. Elevators** | | | | | | | |
| **Divisions 21 to 28 Fire protection, MEP, and low voltage** | | | | | | | |
| **26. Fire sprinklers** | | | | | | | |
| **27. Plumbing** | | | | | | | |
| **28. HVAC** | | | | | | | |
| **29. Electrical** | | | | | | | |
| **30. Fire alarm, data, and security** | | | | | | | |
| **Divisions 31 to 33 Sitework** | | | | | | | |
| **31. Earthwork and excavation** | | | | | | | |
| **32. Paving, curbs, and landscaping** | | | | | | | |
| **33. Site utilities** | | | | | | | |
| | | | | | | | |



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| Item and description of work | Scheduled value | Work completed, previous applications | Work completed, this period | Materials stored, not yet installed | Total completed and stored to date | Percent complete | Balance to finish |
|---|---|---|---|---|---|---|---|
| **01 21 00 Allowances (one line for each)** | | | | | | | |
| **34. Allowance:** | | | | | | | |
| **Lines you add** | | | | | | | |
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| **Totals** | | | | | | | |



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## Change orders

| Item and description of work | Scheduled value | Work completed, previous applications | Work completed, this period | Materials stored, not yet installed | Total completed and stored to date | Percent complete | Balance to finish |
|---|---|---|---|---|---|---|---|
| **Approved change orders (number, date, and description; a deduct is negative)** | | | | | | | |
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| **Totals** | | | | | | | |



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## Summary

| Pay application summary | Rate | Amount |
|---|---|---|
| **Contract sum** | | |
| **Original contract sum** | | |
| **Net change from approved change orders** | | |
| **Contract sum to date** | | |
| **Schedule of values total minus original contract sum (should be 0)** | | |
| **This application** | | |
| **Total completed and stored to date** | | |
| **Retainage on completed work (enter the rate)** | | |
| **Retainage on stored materials (enter the rate)** | | |
| **Total retainage** | | |
| **Earned to date, less retainage** | | |
| **Paid or certified on previous applications** | | |
| **Payment due this application** | | |
| **Balance to finish, including retainage** | | |



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