

**INSTRUCTIONS for:****The G702 -Application & Certification for Payment & the G703 Continuation Sheet.****Fire Suppression Services Incorporated**

Create a NEW file each month. (Copy this file to the General's Job-Payments Folder) and name it in format yyyy-mm-dd Schedule of Values.xlsx  
Click 'View-ArrangeAll-select horizontal-Ok' to see the sheet tabs at the bottom of the workbook.

or if macros are disabled, The Security Warning: Macros have been disabled, above appears, click options and enable this Content  
and we will resize the form for you.

Yellow = HiLite Don't touch! , Buff or Blue: You fill in data      Grayed columns are where \$retain calcs occur

**G702****Fill in the G702 Application & Certification for Payment**

First page

TO: Contractor (General's) Name and Address

Project name

Application date

Period: the dates this application covers

Contract number (off your Contract document)

Place an 'X' in the appropriate 'Distribution To' box

FROM: Your Company name in to the 'From subcontractor'

In the 'Contractor's Application for Payment' section,

Architects Name Address

LINE 1. Fill in the sum from the ORIGINAL contract document. It NEVER changes, from Start to End of the Contract term.

LINE 2. Net Change by Change Orders. Add up in your head all the CCO's that have been **APPROVED** by the General  
and enter the total here.

LINE 3. Contract Sum to Date, will total automatically

LINE 4. Total Completed &amp; Stored comes from the left side of column G on the G703

LINE 5. Retainage

Your contract should set the retention terms, if any

FSSI never accepts retention on Bonds, Design or Permitting

If we are required to underwrite a Bond/s for the GC or Owner, No Retention on any item.

Bond is a 'Money-Back' guarantee. There is no need to also have retention.

Bond/s serve same purpose as retention

If it's 5% for both, enter % in appropriate slot.

5a      Completed work. Enter the appropriate %.

Amounts to the right are calculated from bottom of  
column D + E on the G703

5b      Stored materials.. Enter the appropriate %

Amounts to the right are calculated from bottom of  
column F on the G703Total retainage, the lesser is used because FSSI does not permit retainage  
on Bond, Design or Permits

LINE 6. Total Earned Less Retainage

Calculated using LINE4 minus the lesser of 5a or 5b

LINE 7. Enter the amount from your PREVIOUS pay applications LINE 6: Total Earned Less Retainage

Trust the paper trail; This application does NOT care whether you have been paid.

It only cares whether you have EARNED additional payment.

**So do NOT enter payments received!**

LINE 8.

Line6 minus Line7

It represents the value we should be paid for work during this pay period AND any change in retainage during the period.

LINE 9. Balance to Finish INCLUDING retainage.

Line3 minus Line6

The payment you are still owed AFTER this application is paid

**CHANGE ORDER SUMMARY TABLE**

Separate out the CCO's that add money to your contract from those that subtract money from the contract.

The Net Changes by Change Order should be EXACTLY equal to LINE 2

Amounts must also be added to the G703 Schedule of Values column

**G703****Fill in the G703 Continuation Sheet**

Second page

**Column A Item number**

Number the items in column A

FSSI always puts Bond first, Design, Permit &amp; Submittals next

We MUST pay the Surety the full amount of the Bond within FIVE days of underwriting  
 with SEASONED funds, or it is cancelled. Which 'ticks-off' the Owner/GC

We must pay Design Engineers for their Stamp or they Lien the Property. NB: I said Lien, NOT notice to rights to.

We are required by Law to pay, in full, all AHJ's upon submission of Request for Design approval &amp; Plan Review.

and for the Permit, else the Owner cannot release the property to the General for construction ...

... and their insurance is compromised.

(Submittals, to us, FSS means to an AHJ, NOT to the Owner/Contractor)

**Column B Description of Work**

Enter the Item description in column B 'Description' from your Cost Accounting folks or the Estimator's Bid Document.

Note: BE BRIEF!

Extra Items like Net Change in CCO's that are approved are also entered.

Create a new line item by copying a cell line from spreadsheet column B to column K. i.e. B30::K30

Never change the amount of any original line item.

It forms the 'Schedule of Values' that is sent on Notice of Award

**Column C From previous application**

Enter the dollar amount of each item in column C 'Schedule of Values' from your Cost Accounting folks or the Estimator's Bid Document.

The total at the bottom of column C should initially total to the original contract amount

As you add CCO net items, this total will change.

**Column D & E Work Completed****Column D**

Enter the amounts for each item that you submitted from the PREVIOUS application

(The total of requested payments for work you submitted for all previous months)

**Column E**

Enter the amounts for each item that you have completed THIS period, &amp; requesting payment for.

E.g.. The work you did THIS month

**Column F Stored Materials**

If you have delivered pipe, valves, sheetrock, framing or like materials ON TO the site enter their dollar amount here.

This column is for items that are not yet attached to, or incorporated into, the building but will soon be, and ...  
 are APPROVED for payment

Materials presently stored but not yet incorporated into the work are listed separately in Column F.

Materials which continue to be stored in the following months pay periods should stay listed in Column F  
 until the materials are incorporated into the work,

at which time they are moved to Column E.

Do NOT include labour or any NON-materials items.

The Owner's Bank/Financier/Insurance folk need to know about these items.

Our Bank/Insurance/Surety/Supplier/Lien Holder also need to know.

**Column G Total completed and stored**

Automatically calculates the amount and percentage completed

**Column H Balance to finish**Automatically calculates how much you are still owed by the contractor/owner when you finish the job  
 and submit future applications for payments**Column I Retainage**

If it is at varying rates you may have to change the formula in these cells.

The total at the bottom of the column should be the same as that on LINE5 on the G702

Note, though, that FSSI does not permit retainage on Bond, Design Permit

and that if we supply a Bond, their should be ZERO retainage. (AIA standards)

## Change Orders

Enter the amount(s) on BOTH the G702 AND the G703.

### Additions (Extras)

#### G702:

Add the total value to the "Change Order Summary" in the Additions section.

It will automatically transfer to Line 2 and calculate Line 3.

#### G703:

Do not change the amount of any original line item.

Create a new line item at the end and enter the total amount of the addition in the "C" column.

Example:

(standard description) "Net of Change Order #1": 1,000.00

Calculate the amount up to 100%, as the work is completed.

### Credits or Deductions (Negative Numbers)

#### G702:

Add the total value to the "Change Order Summary" in the Deductions section.

It will automatically transfer to Line 2 and calculate Line 3.

#### G703:

Do NOT change the amount of any original line items.

Calculate the original amount in column "C" at 100% completed, after all work is completed.

Create a new line item at the end of the list and enter the deduction amount with a minus sign.

Example:

(standard description) "Net of Change Order #2": -5,000.00

Enter the amount in column "C" with a minus sign. (-)

Enter the amount in column "E" with a minus sign (-) after all work is completed.

Calculate retainage, column "I", if any. It will display a negative amount.

### Accounting Tip, negative numbers:

To balance the accounting, calculate both the original line item amount and

the credit line item at 100% completed AFTER all work is completed.

### Author's Note:

It is good practice not to alter previous Pay Requests.

"Duplicate" this file, then add any changes.

## Finishing

When completed, click the Office button, top left corner

HOVER over 'Save as ..' (the HOVER is important!)

And in the 'Fly-out' Click 'pdf or xps ..' to save the page/s as a pdf file

save it as a pdf file

email the pdf to your upline (GC/Owner)

REPEAT the process with a new file each month

## Arun (Mr.)

CCM

Fire Suppression Services Incorporated

Authors Note:

Our 'AIA G702-703' has been modified to reflect our Surety & Insurance & AHJ requirements, and may not quite suit 'Other Trades'

Specifically there is no retainage if we are Bonded to the Owner/GC, & no retainage on Bond Permit Design & Submittal to AHJ's

The Calculated fields are 'Protected' (Format Cells-Protection, in excel)

The Sheets are protected (Review-Protect Sheet, in excel)

.. And

.. this is by no means an exhaustive instruction set. Refer to the AIA at:

<http://www.aia.org/>

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Revised: 2014-05-02 added Stored Materials

Revised: 2014-10-22 Moved Stored Material info to Col F paragraph