



Ph: 703-551-2200
 Fx: 571-261-4328
 ATTN: Accounting Department

SUBCONTRACTOR INVOICE: Request for Payment

SUBCONTRACTOR'S NAME: _____

PROJECT NAME: _____

SUB'S APPLICATION #: _____

DCI'S PROJECT #: _____

PERIOD TO: _____

CONTRACT FOR (Scope): _____

SUBCONTRACT #: _____

- 1 Original Subcontract Sum \$ _____
- 2 Approved Change Order(s) \$ _____
- 3 Revised Subcontract Sum \$ _____
- 4 Total Completed and Stored to Date \$ _____
- 5 Retainage \$ _____
 (Prior Request Retention: 10%)
- 6 Total Completed Less Retainage \$ _____
- 7 Less Previous Payments \$ _____
- 8 Current Amount Due \$ _____

CHANGE ORDER SUMMARY	AMOUNT
TOTAL	

Dominion	Current Period Gross Amount
Use Only:	Current Line 4: _____
7	Prior Line 4: _____
(Acctg Approval)	
8	Gross Diff.: _____
(PM Approval)	

Required Documentation prior to release of payment:
 Signed Subcontract Agreement
 Current Certificate of Insurance
 Release of Liens

Storage Affidavit/Bill of Sale for Stored Materials
 Signed Change Orders (if billing for same)

Submit invoices to Dominion Construction, Inc. by no later than the 20th of the month.

Submit invoices via fax (571-261-4328) or mail: 6611 Jefferson Street, Suite 100, Haymarket, VA 20169

APPROVAL (Dominion Construction use only)

Release for Payment
 Hold Until Further Notice
 Release Upon Receipt of Owner Payment

PM Approval: _____

Cost Code: ____/____/____/____/____

Cost Code: ____/____/____/____/____

Cost Code: ____/____/____/____/____

Retention Release YES: NO: If Yes, Amount: \$

\$ _____ Received on _____

Comments: _____