

APPLICATION FOR PAYMENT INSTRUCTIONS

1. Use the form, or one similar to submit your monthly billings. This form must be received in our office on or before the 20th of each month.
2. Billings received after the 20th will be processed and paid as if it were for the following month. A faxed billing is acceptable.
3. Do not include any unapproved change orders on your pay application.
4. If you bill for stored materials, they must be on site or in a bonded warehouse. Material invoices and insurance documentation must be submitted for items stored off site.
5. Pay Application One Checklist – attach to first draw.
6. AIA Forms or company specific forms may be used in lieu of ECCI forms as long as they follow the same format and contain the same information.