

# Completing an AIA Using a G702/G703 Excel Template:

## Pay App #1 Page 1 (G702)

1. Open the Excel template, go to **File**, and **Save As** a new file
2. Complete the top section of page 1 (G702)
3. Enter **Original Contract Amount**
4. Enter **Retainage %** found under Billing Information in your contract
5. Enter change orders under **Change Order Summary**

Note: **Net Change by Change Orders** will automatically populate based on filling in the change order summary correctly

### APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

<p><b>TO OWNER:</b></p> <p><b>2.</b> → John G. Johnson Construction 1284 Riverbed Street Cleveland, OH 44113</p> <p><b>FROM CONTRACTOR:</b></p> <p><b>2.</b> → Your Company Name Your Company Address</p>	<p><b>PROJECT:</b></p> <p><b>2.</b> → Project #/name/address as listed in your contract under Schedule 1</p>	<p><b>APPLICATION NUMBER:</b> _____ 1</p> <p><b>PERIOD TO:</b> _____ 3/31/2020</p> <p><b>PROJECT NO:</b> _____ 1234 20</p> <p><b>CONTRACT DATE:</b> _____ 3/1/2020</p>	<p><b>Distribution to:</b></p> <p><input checked="" type="checkbox"/> OWNER</p> <p><input type="checkbox"/> CONSTRUCTION MANAGER</p> <p><input type="checkbox"/> ARCHITECT</p> <p><input type="checkbox"/> CONTRACTOR</p>
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### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	<b>3.</b> →	\$30,300.00		
2. Net Change By Change Orders.....		\$900.00		
3. CONTRACT SUM TO DATE (Line 1 +2).....		\$ 31,200.00		
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)		\$25,300.00		
5. <b>4.</b> → <b>RETAINAGE:</b>				
a. 10% of Completed Work (Columns D & E on G703)		\$2,130.00		
b. 10% of Stored Material (Column F on G703)		\$400.00		
Total Retainage (Line 5a + 5b or Total in Column I of G703)		\$2,530.00		
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)		\$22,770.00		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		\$0.00		
8. CURRENT PAYMENT DUE		\$22,770.00		
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		\$ 8,430.00		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

BY: \_\_\_\_\_ DATE \_\_\_\_\_

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 Notary Public:  
 My Commission Expires: \_\_\_\_\_

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$22,770.00  
*(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)*

**CONSTRUCTION MGR:**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECT:**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$900.00	
<b>5.</b> → TOTALS	\$900.00	\$0.00
NET CHANGES by Change Order		\$900.00

**Pay App #1 Page 2 (G703)**

- 6. Enter **Application No.** and **Application Date**
- 7. Enter **Description of Work** and corresponding **Scheduled Value**
- 8. Enter current amount to bill in **This period**
- 9. Enter **Materials Presently Stored** for any materials stored offsite

Note: The **Materials Presently Stored** column must be used if materials are stored offsite

**CONTINUATION SHEET**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NO: 1  
 APPLICATION DATE: 03/31/20  
 PERIOD TO: 03/31/20  
 ARCHITECT'S PROJECT NO: 1234 20

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
001	Permits	\$300.00	\$0.00	\$300.00	\$4,000.00	\$300.00	100%	\$0.00	\$30.00
002	Fixtures	\$10,000.00	\$0.00	\$1,000.00		\$5,000.00	50%	\$5,000.00	\$500.00
003	Excavation	\$20,000.00	\$0.00	\$20,000.00		\$20,000.00	100%	\$0.00	\$2,000.00
004	Change Order #1	\$400.00	\$0.00	\$0.00		\$0.00	0%	\$400.00	\$0.00
005	Change Order #2	\$500.00	\$0.00	\$0.00		\$0.00	0%	\$500.00	\$0.00
006		\$0.00	\$0.00	\$0.00		\$0.00	0%	\$0.00	\$0.00
<b>TOTALS</b>		<b>\$31,200.00</b>	<b>\$0.00</b>	<b>\$21,300.00</b>	<b>\$4,000.00</b>	<b>\$25,300.00</b>	<b>81%</b>	<b>\$5,900.00</b>	<b>\$2,530.00</b>

**Progress Billing Pay App #2 Page 1 (G702)**

- 10. Open Pay App #1, go to **File**, and **Save As** a new file name
- 11. Update the **Application Number** and **Period to Date**
- 12. Enter **line 6 total** from the prior application into **Less Previous Certificates for Payment**
- 13. Move **previous month change order totals** to **Previous Months** and enter any new change orders in **Change Order Summary**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

<p><b>TO OWNER:</b></p> <p>John G. Johnson Construction 1284 Riverbed Street Cleveland, OH 44113</p> <p><b>FROM CONTRACTOR:</b></p> <p>Your Company Name Your Company Address</p>	<p><b>PROJECT:</b> Project #/name/address as listed in your contract under Schedule 1</p>	<p><b>APPLICATION NUMBER:</b> <u>11.</u> → <u>2</u></p> <p><b>PERIOD TO:</b> <u>4/30/2020</u></p> <p><b>PROJECT NO:</b> <u>1234 20</u></p> <p><b>CONTRACT DATE:</b> <u>3/1/2020</u></p>	<p>Distribution to:</p> <p><input checked="" type="checkbox"/> OWNER</p> <p><input type="checkbox"/> CONSTRUCTION MANAGER</p> <p><input type="checkbox"/> ARCHITECT</p> <p><input type="checkbox"/> CONTRACTOR</p>
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**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1.	<b>ORIGINAL CONTRACT SUM</b>	<u>\$30,300.00</u>
2.	<b>Net Change By Change Orders.....</b>	<u>\$900.00</u>
3.	<b>CONTRACT SUM TO DATE</b> (Line 1 +2).....	<u>\$ 31,200.00</u>
4.	<b>TOTAL COMPLETED &amp; STORED TO DATE.....</b> (Column G on G703)	<u>\$31,200.00</u>
5.	<b>RETAINAGE:</b>	
a.	<u>10%</u> of Completed Work (Columns D & E on G703)	<u>\$3,120.00</u>
b.	<u>10%</u> of Stored Material (Column F on G703)	<u>\$0.00</u>
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	<u>\$3,120.00</u>
6.	<b>TOTAL EARNED LESS RETAINAGE.....</b> (Line 4 less Line 5 Total)	<u>\$28,080.00</u>
7.	<b>LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> <b>12.</b> → (Line 6 from prior Certificate)	<u>\$22,770.00</u>
8.	<b>CURRENT PAYMENT DUE</b>	<u>\$5,310.00</u>
9.	<b>BALANCE TO FINISH, INCLUDING RETAINAGE</b> (Line 3 less Line 6)	<u>\$ 3,120.00</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

BY: \_\_\_\_\_ DATE \_\_\_\_\_

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 Notary Public:  
 My Commission Expires: \_\_\_\_\_

**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED.....** \$ 5,310.00  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

**CONSTRUCTION MGR:**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECT:**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	<b>13.</b> → \$900.00	\$0.00
Total Approved this Month		
<b>TOTALS</b>	\$900.00	\$0.00
<b>NET CHANGES by Change Order</b>		\$900.00

**Progress Billing Pay App #2 Page 2 (G703)**

14. Update **Application Number** and **Application Date**

15. Enter **Total Completed and Stored to Date** totals into **Previous Application**

16. Clear **This Period** totals and enter current billing totals under **This Period**

Note: this can be done by manually entering or highlighting the total completed and stored values, right click and select copy, click on the first previous application cell, right click, then select paste special - values

Note: The billing is now billed at 100%

**CONTINUATION SHEET**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NO: 2  
 APPLICATION DATE: 14. 04/30/20  
 PERIOD TO: 04/30/20  
 ARCHITECT'S PROJECT NO: 1234 20

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
001	Permits	\$300.00	\$300.00	\$0.00		\$300.00	100%	\$0.00	\$30.00
002	Fixtures	\$10,000.00	\$5,000.00	\$5,000.00		\$10,000.00	100%	\$0.00	\$1,000.00
003	Excavation	\$20,000.00	\$20,000.00	\$0.00		\$20,000.00	100%	\$0.00	\$2,000.00
004	Change Order #1	\$400.00	\$0.00	\$400.00		\$400.00	100%	\$0.00	\$40.00
005	Change Order #2	\$500.00	\$0.00	\$500.00		\$500.00	100%	\$0.00	\$50.00
006		\$0.00	\$0.00	\$0.00		\$0.00	0%	\$0.00	\$0.00
<b>TOTALS</b>		<b>\$31,200.00</b>	<b>\$25,300.00</b>	<b>\$5,900.00</b>	<b>\$0.00</b>	<b>\$31,200.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$3,120.00</b>

**Retainage Billing Pay App #3 Page 1 (G702)**

- 17. Open Pay App #2, go to **File**, and **Save As** a new file name
- 18. Update the **Application Number** and **Period to Date**
- 19. Enter **line 6 total** from the prior application into **Less Previous Certificates for Payment**
- 20. Enter **0%** under **Retainage**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

**TO OWNER:**

John G. Johnson Construction  
1284 Riverbed Street  
Cleveland, OH 44113

**PROJECT:**

Project #/name/address as  
listed in your contract under  
Schedule 1

**APPLICATION NUMBER:**

PERIOD TO: **18.** 3 RETENTION  
5/31/2020  
PROJECT NO: 1234 20

**CONTRACT DATE:**

3/1/2020

**Distribution to:**

- OWNER
- CONSTRUCTION  
MANAGER
- ARCHITECT
- CONTRACTOR

**FROM**

**CONTRACTOR:**

Your Company Name  
Your Company Address

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$30,300.00
2. Net Change By Change Orders.....	\$900.00
3. CONTRACT SUM TO DATE (Line 1 +2).....	\$ 31,200.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$31,200.00
<b>RETAINAGE:</b>	
5. 0% of Completed Work (Columns D & E on G703)	\$0.00
6. 0% of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column 1 of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$31,200.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT <b>19.</b> (Line 6 from prior Certificate)	\$28,080.00
8. CURRENT PAYMENT DUE	\$3,120.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.  
CONTRACTOR:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public:  
My Commission Expires: \_\_\_\_\_

**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 3,120.00  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MGR:  
By: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT:  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$900.00	\$0.00
Total Approved this Month	\$0.00	
TOTALS	\$900.00	\$0.00
NET CHANGES by Change Order		\$900.00

**Retainage Billing Pay App #3 Page 2 (G703)**

- 21. Update **Application Number** and **Application Date**
- 22. Enter **Total Completed and Stored to Date** totals into **Previous Application**
- 23. Clear **This Period** totals

Note: this can be done by manually entering or highlighting the total completed and stored values, right click and select copy, click on the first previous application cell, right click, then select paste special - values

Note: **0.00** is now shown under retainage and is now listed as the **Current Payment Due** total on Page 1 (G702)

**CONTINUATION SHEET**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NO: 3  
 APPLICATION DATE: 05/31/20  
 PERIOD TO: 05/31/20  
 ARCHITECT'S PROJECT NO: 1234 20

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
001	Permits	\$300.00	\$300.00	\$0.00		\$300.00	100%	\$0.00	\$0.00
002	Fixtures	\$10,000.00	\$10,000.00	\$0.00		\$10,000.00	100%	\$0.00	\$0.00
003	Excavation	\$20,000.00	\$20,000.00	\$0.00		\$20,000.00	100%	\$0.00	\$0.00
004	Change Order #1	\$400.00	\$400.00	\$0.00		\$400.00	100%	\$0.00	\$0.00
005	Change Order #2	\$500.00	\$500.00	\$0.00		\$500.00	100%	\$0.00	\$0.00
006		\$0.00	\$0.00	\$0.00		\$0.00	0%	\$0.00	\$0.00
<b>TOTALS</b>		<b>\$31,200.00</b>	<b>\$31,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,200.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$0.00</b>