



Submission of Pay Requests

Before your first pay application will be honored, you must have on file in our office:

- A valid Certificate of Insurance that includes a minimum of General Liability & Workers Compensation.
- A signed Contract or Purchase Order.

Time Submission:

- All invoices must be received in the Coil office by the 5th of each month to be honored for payment processing for that month.
- The 5th is a firm date; weekends and holidays will not extend this date.
- All invoices can be mailed to the Columbia office, emailed to kmartin@coilconstruction.com or faxed to 573.443.3039

Standard Monthly Pay Application G702/ G703:

- If you receive a Contract or Purchase Order- G702/ G703 will be required for invoicing.
- Please include your Cost Code on your G702- The Cost Code is shown at the lower right column of your contract / top of the second column on your Purchase Order.
- 10% retention will be withheld unless otherwise noted.
- Sample pdf and excel with formulas of the G702 and G703 are attached for review and use.

Increase or Decrease your Contract Amount on the AIA:

- A Change Order must be issued to change your Contract Amount.
- Do not add amounts without a Change Order, your Pay Application may be adjusted or rejected without notice.
- Contact the Project Manager regarding the timely execution or rejection of your Change Order request.

Cost Plus Work (Two types):

Entire Contract is Cost Plus

- Invoice on your company invoice form.
- Include a breakdown of material and labor.
- 10% retention will be withheld unless otherwise noted.

“A” Numbers- A Field Supervisor or Project Manager may issue an “A#” for work that is to be completed on a cost plus basis.

- Invoice on your company invoice form but be sure to note the “A#” on your submitted invoice.
- Include a breakdown of material and labor.
- 10% retention will be withheld unless otherwise noted.



Interim Lien Waivers:

- All Interim Lien Waivers must be signed and returned prior to receipt of next payment
- Interim Lien Waivers may be mailed, emailed or faxed to our office