

**SAMPLE FORMS TO
BE USED DURING
PROJECT**

Progressive Engineering Group, Inc. 1208 Idaho Street Lewiston, Idaho 83501		PERIODIC ESTIMATE FOR PARTIAL PAYMENT NO. _____		PROJECT NO. _____ Page _____ of _____ Pages			
NAME AND LOCATION OF PROJECT:		NAME AND ADDRESS OF CONTRACTOR:		NAME AND ADDRESS OF OWNER:			
DATE OF COMPLETION: Original: _____ Revised: _____		AMOUNT OF CONTRACT: Original: _____ Revised: _____		DATES OF ESTIMATE: From: _____ To: _____			
1. COST OF WORK COMPLETED TO DATE							
Item No.	Description of Item	CONTRACT ITEMS		WORK THIS PERIOD		TOTAL WORK TO DATE	
		Quantity	Cost / Unit	Total Amount	Quantity	Amount	Quantity
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
JOB TOTAL:							

2. SCHEDULE OF CONTRACT CHANGE ORDERS			ADDITIONS TO CONTRACT PRICE AS SHOWN ON CHANGE ORDERS	DEDUCTIONS FROM CONTRACT PRICE AS SHOWN ON CHANGE ORDERS
CONTRACT CHANGE ORDER		DESCRIPTION		
NO.	DATE			
CHANGE ORDER TOTALS:			\$ -	\$ -

3. ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original contract amount	\$ -
(b) Plus: additions scheduled above	\$ -
(c) Less: deductions scheduled above	\$ -
(d) Adjusted contract amount to date	\$ -

4. ANALYSIS OF WORK PERFORMED:

(a) Cost of contract work performed to date, _____ completed	\$ -
(b) Extra work performed to date	\$ -
(c) Total cost of work performed to date	\$ -
(d) Less: amount retained in accordance with the contract _____	\$ -
(e) Net amount earned on contract and extra work to date	\$ -
(f) ID State Sales Tax @ 6.5% (on line C)	\$ -
(g) Materials stored at close of this period	\$ -
(h) Subtotal of (e), (f) and (g) above	\$ -
(i) Less: amount of previous payments	\$ -
(j) BALANCE DUE THIS PAYMENT	\$ -

5. CERTIFICATION OF CONTRACTOR

According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Periodic Estimate for Partial Payment are correct; that all work has been performed in full accordance with the requirements of the referenced contract; that no part of the "Balance Due This Payment" has been received.

(Contractor)
_____, 20____

BY: _____
TITLE: _____

6. ENGINEER'S APPROVAL OF PERIODIC ESTIMATE

I have reviewed the above Periodic Estimate and to the best of my knowledge and belief it is a true and correct statement of work performed by the contractor; that all work and/or material included in this Periodic Estimate has been performed in accordance with the requirements of the referenced contract.

Signed by: _____ Date: _____

7. OWNER'S APPROVAL

Signed by: _____ Date: _____

CHANGE ORDER

PROJECT _____

CHANGE ORDER NO. _____ DATE _____

OWNER _____

ENGINEER _____

CONTRACTOR _____

The following changes are hereby made to the Contract Documents:

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
	TOTAL DECREASE / TOTAL INCREASE	\$ _____	\$ _____
	NET DECREASE TO CONTRACT / NET INCREASE TO CONTRACT	\$ _____	\$ _____

The sum of \$ _____ is hereby deducted from the total contract price, and the total adjusted contract price to date thereby is \$ _____.

The time provided for completion in the contract is (unchanged) (increased) (decreased) by _____ calendar days. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by Contractor _____ Date _____

Recommended by Engineer _____ Date _____

Approved by Owner _____ Date _____

PROJECT CLOSEOUT FORMS

FORM TO CERTIFY COMPLETION OF CONTRACT

Date _____

This work that has been performed under the Contract dated _____ between the OWNER and _____ has been inspected on this date and found to be complete and to apparently comply with the Contract Documents, including duly authorized changes, except for the list of exceptions appended hereto. The Contractor agrees to complete or to correct the work listed within _____ calendar days from the date hereof.

Engineer

Contractor

Authorized Representative

Authorized Representative

OWNER will assume custody of the facility at Noon, _____ time, on _____. On this date it will become the OWNER'S responsibility to provide insurance coverage, and to provide heat and all utilities. Guaranty periods set forth in the Contract shall start at this time.

By: _____
Authorized Representative

CERTIFICATE OF SUBSTANTIAL COMPLETION

Project No. and Description _____

Contractor _____

Contract for _____ Contract Date _____

This Certificate of Substantial Completion applies to all Work under the Contract Documents.

TO: _____
(Owner)

The Work to which this Certificate applies has been inspected by authorized representatives of the OWNER, CONTRACTOR, and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on:

Date of Substantial Completion

This document shall warrant that specific equipment has been installed and is operable. However, it in no way shall be construed to warrant acceptance of a process or function the equipment is purported to perform.

A tentative list of items to be completed or corrected is attached hereto. This list may not be all – inclusive, and the failure to include an item in it does not alter the responsibility of the CONTRACTOR to complete all the work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work, the items in the tentative list shall be completed or corrected by the CONTRACTOR within _____days of the above date of Substantial Completion.

The date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows:

CERTIFICATE OF SUBSTANTIAL COMPLETION (Cont.)

Those Items on the attached punch list.

Executed by the ENGINEER on _____, 20_____.

(Engineer)

By _____
(Name, Title)

(Signature)

The CONTRACTOR accepts this Certificate of Substantial Completion on
_____, 20_____.

(Contractor)

By _____
(Name, Title)

(Signature)

Approved by the OWNER on _____, 20_____.

(Owner or Authorized Representative)

By _____
(Name, Title)

(Signature)