



Design+Build Group LLC®

Payment Application Checklist

Instructions

Design+Build Group accepts the G702/G703 (or equivalent) forms as the application for payment.

If you do not have access to a G702/G703, a simplified form is available at our website to assist you in the creation of this document. Log onto www.designbuildok.com.

- Click on the Login → Subcontractor User Name: Subcontractor Password: Construction

For questions regarding the Contract Agreement or Payment Procedure, contact your Project Engineer. Please note that applications shall **not** include changes for which the Construction Manager has not issued a Change Order.

Before starting the payment application process, have the following documents available to reference:

- Original Work Order or Purchase Order
- All Change Orders

Progress Payment Application

Must be received on or before the **20th** of each month.

- Submit your fully executed Application for Payment.
- Ensure that your insurance is in compliance prior to submitting the application for payment.
- Sign & submit the Affidavit of Payment of Debts and Claims Waiver and Release of Liens
- Sign & submit the Payment Application Checklist (this form)

Final Payment Application

Must be received on or before the **20th** of each month.

- Submit your fully executed Application for Payment.
- Ensure that your insurance is in compliance prior to submitting the application for payment.
- Sign & submit your Affidavit of Payment of Debts and Claims Waiver and Release of Liens
- Sign & submit the Payment Application Checklist (this form)
- O&M Manuals/Close-out Documents as requested by the Project Team must be submitted prior to submitting the final application for payment
- Final Bonds (if applicable)

Submit all forms by mail or email to:

- Design+Build Group, LLC,
Attn: Accounting Department
P.O. Box 0674
Oklahoma City, OK 73101
- accounting@designbuildok.com

Signature and Date

Print Name and Title

For Office use only:

- Complete
- Incomplete

Date returned to contractor: _____