

**SUBCONTRACTOR'S REQUISITION FOR PAYMENT**

(See Reverse Side For Instructions)

TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ Job # \_\_\_\_\_ Subcontract # \_\_\_\_\_  
 Subcontractor \_\_\_\_\_  
 Address \_\_\_\_\_ Requisition # \_\_\_\_\_ Date \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Job Name \_\_\_\_\_  
 Location \_\_\_\_\_

Original Subcontract Amount \$ \_\_\_\_\_  
 Total Amount of Modifications \$ \_\_\_\_\_  
 Current Subcontract Amount \$ \_\_\_\_\_ 0.00  
 \_\_\_\_\_ % Complete as of \_\_\_\_\_ \$ \_\_\_\_\_  
 DATE \_\_\_\_\_  
 Less 0.00% Retainage \$ ( \_\_\_\_\_ 0.00 )  
 Less Net Amount of Previous Requisitions \$ ( \_\_\_\_\_ )  
 Net Amount Due This Requisition \$ \_\_\_\_\_ 0.00

List each sub-subcontractor or vendor who provided labor and/or materials to the project which makes up any part of this requisition and the gross value of such labor and/or materials provided within this requisition period.

Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____
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Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____
Sub-Subcontractor/Supplier	_____	Value _____

FOR STELLAR USE ONLY - DO NOT WRITE IN THIS SPACE						
JOB # _____	APPROVED BY _____	VENDOR# _____	GROSS AMT _____	POSTED _____		
CODE # _____	DATE _____	INVOICE # _____	RETAINAGE _____	DATE _____	JOURNAL _____	

The undersigned certifies that all charges for labor, materials, services and of every other nature in connection with this subcontract in the amount of previous monthly requisitions have been paid in full, and that there remains no charge by any Subcontractor, vendor, or individual furnishing labor or material in connection with this subcontract to date for which a lien could be filed, arising out of or relating to said work.

The undersigned hereby further declares and agrees that in the event that any lien or other claim should be brought against The Stellar Companies, Inc., the Owner, or their building or premises, the undersigned will protect the said parties and defend any suit a action brought against them by reason of any lien or other form of claim or action arising out of said subcontract and hold them harmless end indemnified therefrom.

In consideration of the sum of \$1.00 to the undersigned in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing, the undersigned does hereby waive release and quitclaim in favor of The Stellar Companies, Inc. and/or owner or owners of said premises as improved all right that the undersigned may have to a lien upon the land and improvements above described.

IT IS UNDERSTOOD AND AGREED THAT THIS WAIVER AND RELEASE IS FOR ALL SERVICES RENDERED, WORK DONE AND MATERIAL FURNISHED PRIOR TO THE DATE HEREOF and is for all such services rendered, work done and material furnished and not only for the particular item indicated.

Witness the following signature and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

FIRM: \_\_\_\_\_ BY: \_\_\_\_\_  
 (SEAL) TITLE: \_\_\_\_\_

(Services, labor and material furnished)

Subscribed and sworn to before me, A Notary Public for the State of \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

My commission expires \_\_\_\_\_ Notary Public

Proprietary Information – This Document Contains Proprietary Information of The Stellar Group, Inc. and may not be Used or Disclosed to Others, Except with the Written Permission of Stellar.

#### INSTRUCTIONS

1. Requisitions must be received in Jacksonville no later than the 22<sup>nd</sup> day of each month.
2. "Current Contract Amount" shall be the last amount shown in the most recent modification to the subcontract. **Extras shall not be added or inserted in the requisition.** Subcontractor shall submit a written request for extra or change quotation, and receive a written modification to the subcontract before payment for any extra work may be requisitioned.
3. Values and percentages of completion are subject to the approval of Stellar.
4. Retainage shall be deducted in accordance with the subcontract on all requisitions, including the final one. A separate request for release of retainage must be submitted following the final monthly requisition.
5. Requisitions shall be submitted to Jacksonville address shown on subcontract, after approval by Project Manager.
6. Requisitions must be notarized.
7. In order to process for payment, requisitions must be originals, **not facsimiles**, unless prior approval is received from Stellar. In the event Stellar does not have on file a current Certificate of Insurance and Endorsement in accordance with the subcontract, requisition for payment cannot be processed until received.
8. Careful observance of the foregoing instructions will result in prompt, first-priority processing and payment. Requisitions which are not prepared in accordance with the above will be returned to the subcontractor for resubmission.