



1908 Eastwood Rd., Suite 320  
Wilmington, NC 28403  
910.763.8760 (Office)  
invoices@pbcdesignbuild.com

Pay Date:

Job Number:

### SUBCONTRACTORS APPLICATION FOR PAYMENT

Subcontractor Name:

Job Name:

Invoice #:

Invoice Date:

Original Contract Amount: \_\_\_\_\_

Change Orders: \_\_\_\_\_

Revised Contract Total: \_\_\_\_\_

Contract Billable Balance: \_\_\_\_\_

Amount Due—Current Invoice: \_\_\_\_\_

Cost Code:

Contract Balance:

Job Project Manager

Description of Work:

1. This form, along with your original invoice, is required for payment to be made.
2. If this form or an invoice are received without the other, no payment will be made. See subcontractor payment schedule for submission dates and payment dates.
3. Invoices must be received by 4:30pm on the scheduled Friday in order for payment to be made according to the schedule. **All invoices and applications for payment sheets must be emailed to [invoices@pbcdesignbuild.com](mailto:invoices@pbcdesignbuild.com). They will not be accepted at the office.**
4. All insurance certificates must be current for payment to be made.

Submitted By: \_\_\_\_\_

Subcontractor

PBC Use Only

Approved as submitted:

Yes

No

Release Date:

If not, amount to be held: \_\_\_\_\_

Project Manager Approval:

Notes: