BSD BUILDERS, INC.

Subcontractor progress and final billing forms should project the percentage of work to be complete through the end of the current month and must be received by our office by the 20th of each month to be included in our billing to the Owner. Faxed billing forms will be accepted, but original subcontractor billing forms and releases (with a wet signature) are still required to be mailed to the following address:

BSD Builders, Inc.
3615 Kearny Villa Rd., Suite 202
San Diego, CA 92123
Attention: Accounts Payable
Phone: (858) 657-9186
Fax: (858) 657-0914

Attached are copies of the following billing forms and releases that must be used for payment approval:

- **ALL BILLINGS ARE TO BE E-MAILED OR FAXED TO THE PROJECT MANAGER FOR EACH JOB**
  After the amount billed has been approved, the Project Coordinator will review and let Subcontractor know if revisions are needed or to mail the original. Please do not mail original billings to our office until asked to do so.

- **SUBCONTRACTOR PROGRESS BILLING**
  To be submitted for all progress billings. It is imperative that the Conditional Waiver and Release on Progress Payment at the bottom of the form be completed, dated and signed or your payment will not be processed.

- **SUBCONTRACTOR FINAL BILLING**
  To be submitted for final billings, (one-time billings for subcontract amounts under $1,000.00 and retention). It is imperative that the Conditional Waiver and Release on Final Payment at the bottom of the form be completed, dated and signed or your payment will not be processed.

- **SCHEDULE OF VALUES**
  Subcontractor shall submit their Schedule of Values in an acceptable format prior to issuing their first pay application.

EXCEL VERSIONS OF THESE FORMS WITH CALCULATION FORMULAS INSERTED ARE AVAILABLE. PLEASE CALL KAREN HOVEY OR E-MAIL YOUR REQUEST TO karenh@bsdbuilders.com.

SUBCONTRACTOR PROGRESS BILLING

From: _____ **Subcontract No.:** _____
_____ **Invoice Number:** _____
_____ **Application Date:** _____
Phone: _____ **Project Name:** _____
Fax: _____
E-Mail: _____

To: BSD Builders, Inc.
3615 Kearny Villa Rd., Suite 202
San Diego, CA 92123

Project No.	_____
Cost Code	_____
PM Approval	

Tel #:   (858) 657-9186   Fax #:   (858) 657-0914

This payment request covers the time period from _____ to _____

Contract Summary:

1. Original subcontract amount	$	_____
2. Approved subcontract changes	$	_____
3. Total revised subcontract amount (Line 1 + Line 2)	$	**-**

Payment Application Summary:

4. Value of work completed to-date:	**0%**	$	**-**
5. Value of stored materials:		$	
6. Total completed and stored to-date (Line 4 + Line 5):		$	**-**
7. Less line 6 from previous application		$	
8. Total Gross Earned This Month (Line 6 - Line 7):		$	**-**
9. Less Retention of	**10%**	$	**-**
10. Amount of This Payment Application (Line 8 - Line 9):		$	**-**

**Total value of unapproved extras or claims for which subcontract changes
have _NOT_ been issued. (Attach Detail):** $ **0.00**

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT (CA CIVIL CODE §8132)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:

Name of Claimant: 0 _____
Name of Customer: BSD Builders, Inc. _____
Job Location: _____
Owner: _____
Through Date: January 0, 1900 _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: BSD Builders, Inc. _____
Amount of Check: $0.00 _____
Check Payable to: 0 _____

Exceptions: This document does not affect any of the following:

(1) Retentions
(2) Extras for which the claimant has not received payment.
(3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received
    payment: Date(s) of waiver and release: _____
        Amount(s) of unpaid progress payments(s): $0.00 _____
(4) Contract rights, including: (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover
    compensation for work not compensated by the payment.

Signature:

Claimant's Signature: _____
Claimant's Title: _____
Date of Signature: _____

Rev. 7/1/12

SUBCONTRACTOR FINAL BILLING

From: _____ **Subcontract No.:** _____

_____ **Invoice Number:** _____

_____ **Application Date:** _____

Phone: _____ **(Enter the last day of the month being billed)**

Fax: _____ **Project Name:** _____

To: BSD Builders, Inc.
3615 Kearny Villa Rd., Suite 202
San Diego, CA 92123

Project No.	_____
Cost Code	_____
PM Approval	

Tel #: (858) 657-9186

Fax #: (858) 657-0914

Contract Summary:

1. Original subcontract amount $ _____
2. Approved subcontract changes $ _____
3. Total revised subcontract amount (Line 1 + Line 2) $ _____ - _____

Payment Application Summary:

4. Value of work completed to-date: **0%** $ _____ - _____
5. Value of stored materials: $ _____
6. Total completed and stored to-date (Line 4 + Line 5): $ _____ - _____
7. Less line 6 from previous application $ _____
8. Total Gross Earned This Month (Line 6 - Line 7): $ _____ - _____
9. Retention held on this project now due   **10%** $ _____ - _____
10. **Amount of This Payment Application (Line 8 + Line 9):** $ _____ - _____

CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT (CA CIVIL CODE §8136)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:

Name of Claimant: 0

Name of Customer: BSD Builders, Inc.

Job Location: _____

Owner: _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: BSD Builders, Inc.

Amount of Check: $0.00

Check Payable to: 0

Exceptions:

This document does not affect any of the following:

Disputed claims for extras in the amount of: $0.00

Signature:

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

Rev. 7/1/12

SCHEDULE OF VALUES

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
2		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
3		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
4		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
5		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
6		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
7		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
8		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
9		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
10		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
11		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
12		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
13		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
14		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
15		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
16		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
17		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
18		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
19		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
20		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
21		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
22		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
23		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
24		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
25		$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00	$0.00
	SUBTOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00