

Draw Request

Attention: _____

Dated: _____

Re: _____ Job

Draw request number: _____

Draw request from period _____ to _____.

Total amount of draw request: \$ _____ (_____ & ____/100 dollars)

Pursuant to the contract of _____, and any change orders thereto,
_____ requests a total draw in the amount indicated.

The present percentage completion of the project is ____ percent. The total draws requested and paid to date equal \$ _____ (_____ & ____/100 dollars) and \$ _____ (_____ & ____/100 dollars) is the present retainage.

Dated: _____

For _____, CONTRACTOR

Draw Request Review List

This review list is provided to inform you about this document in question and assist you in its preparation. The Draw Request is the fundamental document used to pay contractors their progress payments on a construction project. The payment dates, based on percentage completion, should be worked out in advance and in the initial agreement. A constant friction point between contractor and owner relates to progress payments getting ahead or behind project completion. For the contractor, prompt payments permit these labor-intensive projects to proceed. For owners, they are fearful that once the big payments are given, the contractor will lose interest in completing the small details so desired by the owner. Both parties have justification for their concerns.

Owners only real leverage point relates to hold backs until final sign off. Contractors' real leverage is to get as much of the project paid up so they are not "behind" on the job financially and therefore can complete it and get out "whole."

1. Make multiple copies. Give one to each party. Be sure to keep it with the project file.