



**PROGRESS PAYMENT REQUEST FORM**  
 (not valid without progress lien release attached)  
 Must submit supplier & tiered sub lien releases (if applicable)

**Vendor Information (Please Complete All Blanks)**

Company Name: \_\_\_\_\_ Sub Invoice No: \_\_\_\_\_  
 Address: \_\_\_\_\_ Sub Invoice Date: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ E-mail (required): \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date Signed Contract Returned: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Date Insurance Certificate Submitted: \_\_\_\_\_

**Project Information (Please Complete All Blanks):**

Teamwrkx Job #: \_\_\_\_\_ Project Name: \_\_\_\_\_  
 Teamwrkx Contract #: \_\_\_\_\_ Address: \_\_\_\_\_  
 Teamwrkx Project Manager: \_\_\_\_\_ City State Zip: \_\_\_\_\_

**Accounts Receivable Information (Please Complete All Blanks):**

A) Original / Base Contract Amount: Original Contract \$ \_\_\_\_\_  
 B) Teamwrkx Approved Change Orders to Date: (1 thru \_\_\_\_\_) Total Change Orders \$ \_\_\_\_\_  
**C) Total Revised Contract Amount to Date: A + B = C \$ \_\_\_\_\_**  
 D) Total Work Completed / Stored to Date: % \_\_\_\_\_ \$ \_\_\_\_\_  
 E) Less Previously Billed (Gross Amount): \$ \_\_\_\_\_  
 F) Total Gross Amount Due This Period: D - E = F \$ \_\_\_\_\_  
 G) Less Retention (10%) \$ \_\_\_\_\_  
**H) Net Amount This Period F - G = H \$ \_\_\_\_\_**  
 I) Less Early Payment Discount (10 Days Early - 3%, 20 days early - 5%) OPTIONAL \$ \_\_\_\_\_  
 (subject to Teamwrkx approval)  
 DISCOUNTS are per JOB specific contract, see TXC Exhibit A for details \$ \_\_\_\_\_

**For TEAMWRKX Internal Use Only**

Sub Inv Date: \_\_\_\_\_ TXC Job # \_\_\_\_\_ Sub Inv # \_\_\_\_\_  
 Date Received: \_\_\_\_\_ CIC Code: \_\_\_\_\_ Due Date \_\_\_\_\_  
 Date Processed: \_\_\_\_\_ P.M. Approval: \_\_\_\_\_ Gross Amt \_\_\_\_\_  
 Processed By: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Retention \_\_\_\_\_

Notes:



**HEADQUARTERS:**  
 1855 Park Avenue  
 San Jose, CA 95126  
 P 408.287.2700 F 408.287.2800

**LOS ANGELES REGION:**  
 800 W. Martin Luther King Jr. Blvd.  
 Los Angeles, CA 90037  
 P 310.220.2345 F 408.287.2800

**CA LICENSES:**  
 TEAMWRKX: # 841440  
 TEAMWRKX Construction: # 907598  
*Building a Higher Standard*