SCHEDULE OF VALUES

Project / address

Client

Original contract sum

Change orders added

Contractor

Bill (pay application) #

Period ending

Contract sum to date

Line	Description of work	Scheduled value	Done, previous bills	Done, this period	Total done to date	% done	Balance to finish	Retainage
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
	Totals							

How to fill it in:

1. Split the contract into lines (by trade or phase). The lines add up to the contract sum.
2. Each bill: write what was done before, and what was done this period, in dollars.
3. Total done = previous + this period. % done = total done / scheduled value.
4. Retainage = total done x your contract rate. Amount due = earned less retainage, less previous bills.

Total done to date

Less retainage held (rate: _____ %)

Earned less retainage

Less previous bills (after retainage)

Amount due on this bill

Left to bill (balance to finish + retainage)

Template by Job Cost Pro — jobcostpro.online. Free to use.
Not legal or tax advice: retainage, pay applications and lien rules depend on your contract and your state. Ask your attorney.