

FINAL PAYMENT CHECKLIST

[DATE]

[NAME OF SUBCONTRACTOR]

[ADDRESS]

:

SUBJECT: FINAL SUBCONTRACT PAYMENT

PROJECT: _____

To Whom It May Concern:

Before final payment and/or the payment of retainage will be made out to you on the above contract, we must be furnished with the following items:

- _____ A. FCC Unconditional Lien Release
- _____ B. Other Release forms required by the Owner, Lender or Government Agencies.
- _____ C. FCC Tax Acknowledgement - certification of payment of sales tax.
- _____ E. Certified Payroll reports.
- _____ F. Operations and Maintenance Manuals..
- _____ G. Drawings previously requested.
- _____ H. Guarantees and/or Warranties required by Contract.
- _____ I. Final invoice, plus a separate invoice for retainage.

We have reviewed your file and have found that we have not received the required items that we have checked in the previous paragraph. The receipt of the required items is required before the final payment can be authorized.

The necessary forms may be downloaded from our website. We request you complete and return the required forms so that we can process your final payment. If you have any questions, please feel free to call upon us.

Very truly yours,

By: _____

Faris Construction Company