

SUBCONTRACTOR WORK ORDER

PO#: **HVAC**

SUBCONTRACTOR:

JOB:

Related Scope of Work	Insurance/Documents	Work Requested By	Date Requested
HVAC	Liability/WC Ins [] Scope of Work [] Task Inspection Report []		

This Work Order is subject to the Scope of Work for the referenced Trade and to the Terms and Conditions acknowledged by the Subcontractor as a condition for performing any work for Company. Terms and Conditions must be signed for each Work Order. Original Work Order, fully executed, must accompany billing for payment to be made.

YOU MUST ARRANGE WITH THE JOB SUPERVISOR FOR AN INSPECTION OF YOUR WORK AND THE COMPLETION OF THE APPROPRIATE INSPECTION REPORT FOR EACH PHASE OF YOUR WORK PRIOR TO REQUESTING PAYMENT.
IF YOU DO NOT UNDERSTAND THE SCOPE OF WORK, THE TERMS AND CONDITIONS, OR THIS WORK ORDER, DO NOT SIGN THIS DOCUMENT OR START WORK ON THE PROJECT.

Description of Job	Unit	Qty	Price	Total
Start on: <input style="width: 100px;" type="text"/>	Finish on: <input style="width: 100px;" type="text"/>			
TOTAL WORK ORDER				\$ -

REQUEST FOR PAYMENT

I, the undersigned Trade Contractor, certify: 1) that all materials, labor and services furnished by me or to me for the above referenced job have been fully paid for; 2) that the premises on the above job cannot be made subject to any valid lien or claim by anyone who furnished material, labor, or services to the Trade Contractor for use in said job; 3) that I have performed the work and installed the materials and/or equipment specified in the Scope of Work and bid/quote/proposal for the job identified above; and 4) that I have inspected the completed work and hereby warrant, as a condition of receiving payment, that the materials and workmanship meet or exceed the Scope of Work conditions and specifications.

RELEASE OF LEIN RIGHTS UPON PAYMENT PER THIS REQUEST

The Trade Contractor hereby releases Company from any further liability in connection with all materials, labor and services. This release is given in order to induce payment in the amount stated above and upon receipt of said payment to the Trade Contractor this release is in full force and effect.

 Site Superintendent

(By signing, the site superintendent certifies that the above job, including punch list items, is complete, and payment is thereby authorized.)

 Trade Contractor

By: _____

Fed ID or SS#: _____

Date: _____