

Subcontractor Schedule of Values and Pay Application/Invoice Approval Process

All subcontractors must submit a baseline schedule of values upon execution of the CYE subcontract agreement. Additionally, CYE must approve a schedule of work completed before a pay application is submitted. This should reduce timely billing errors.

INSTRUCTIONS

Baseline schedule of values:

- A baseline schedule of values (SOV) must be submitted along with the subcontract documents.
- See page two for sample. Unless otherwise instructed by CYE in advance, your schedule of values can be in your own format given the information is similar to the sample. Please, include a signature line for CYE's project manager (PM) and your representative to sign and date.
- This must be approved before the subcontract will be executed.

Monthly schedule of values approvals:

- Each 20th of the month (or the business day prior to the 20th) or upon completion of the job, you will be required to have your current work schedule of values approved by CYE's PM. All change orders must be recorded on this document.
- Once approved, CYE's PM will return a fully approved schedule of values to be included in your pay application.

Monthly pay application submissions:

- All pay applications must be accompanied by a CYE-approved schedule of values document along with required lien release(s) and invoices for stored material, if applicable. Send to billing@cyeinc.com.
- CYE will verify that the pay application matches the schedule of values approved by the project manager, previous billings amounts and approved modifications/change orders.
- Inaccurate or incomplete pay applications will be returned. Pay applications will not be processed for payment until all required documents are received in acceptable formats with correct information.

Please contact Anna Rodgers, Contract Administrator, if you have any questions regarding SOV or pay application processing at 904-647-2056 or arodgers@cyeinc.com.

SCHEDULE OF VALUES

Sample Building 1234

Period: 10/19/2018
11/20/2018

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED THIS PERIOD (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATIONS (G)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
	Modified Roofing								
1	Mobilization & General Conditions	2,000.00					0.00%		
2	Demo/Install Base								
3	Sheet/ISO/Coverboard/Base Ply	30,000.00					0.00%		
4	Install Second Ply	15,000.00					0.00%		
5	Install Cap Sheet	15,000.00					0.00%		
6	Install Wall Flashings	5,000.00					0.00%		
6	Install Sheet Metal flashings	5,000.00					0.00%		
	Materials								
7	Insulation/Coverboard	10,000.00					0.00%		
8	Modified Roofing	10,000.00					0.00%		
9	Misc Metal Flashings	7,000.00					0.00%		
	Approved Modifications								
10	Change Order	0.00					0.00%		
11	Closeout/Documentation/Warranties	1,000.00					0.00%		
		\$ 100,000.00					0.00%		

APPROVED BY: (SIGN)	
SUBCONTRACTOR: _____	DATE: _____
CYE PROJECT MANAGER CYE Enterprises Inc.	DATE: _____