AIA Billing Pre-Submission Checklist

Before submitting your monthly pay application (Forms G702 and G703), **use this checklist** to confirm that your numbers, documentation, and signatures are complete and accurate.

General Form and Supporting Documents Review

Confirm you're using the correct pay app number and billing period.

Verify that the architect, project owner, and contractor information is current.

Ensure you include all relevant supporting materials, receipts, delivery slips, warehouse records, photos, insurance details, a lien waiver and anything else that your contract requires.

Contract and Value Verification

Line 1 (Original Contract Sum) matches the base contract.

Line 2 (Approved Change Orders – Net) includes only approved COs.

Line 3 (Adjusted Contract Sum) equals Lines 1 + 2.

Descriptions on the G703 line items match the approved Schedule of Values.

Progress and Retainage

Retainage rate matches the contract terms (no rounding errors).

Retainage totals match across G702 (Line 5) and G703 (Column J).

Stored materials have been cleared from Column F once installed.

Payment Calculations

Total Completed & Stored to Date (Line 4 on the G702) matches the G703 total (Column G).

Less Previous Certificates for Payment matches the last certified G702 (Line 6).

The math across the G702 and G703 reconcile.

Signatures and Certification

Contractor's certification signed by an authorized representative.

Architect's or owner's certification included.

All signature dates match the application

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