

Instructions to assist in completing the TCI Application for Payment

REMINDER: Enter information in yellow shaded areas only

- 1 Insert Project Name & Address
- 2 Insert Subcontractor Information
- 3 Insert Date, Draw #, Vendor Invoice #, and Accounts Receivable Contact
- 4 Insert Job Number, Billing Item and Phase Code assigned by Thorpe as found on your contract
- 5 Enter Contract Amount
Enter Contract Amount Completed to Date
- 6 Enter Change Order Amount assigned per Change Change Order
Enter Change Order Amount Completed to Date
- 7 Skip down to Item #4 Less Previously Completed. If this is your first Draw
Enter 0.00. If not, enter the amount found on Item #2 Total Completed to Date Contract
and C/O on the last application submitted.
- 8 The math is done automatically.
- 9 The release amount should match the amount found in Item #7 Net Amount Requested
- 10 Call Edith Miranda at (714) 777-3811 with any questions in filling out this form.