

Sample

Draw Request

Attention: _____

Dated: _____

Re: _____ Job

Draw request number: _____
Draw request from period _____ to _____

Total amount of draw request: \$ _____ (_____ & _____/100 dollars)

Pursuant to the contract of _____, and any change orders thereto, _____ requests a total draw in the amount indicated.

The present percentage completion of the project is _____ percent. The total draws requested and paid to date equal \$ _____ (_____ & _____/100 dollars) and \$ _____ (_____ & _____/100 dollars) is the present retainage.

Dated: _____

For _____, CONTRACTOR