Instructions to assist in completing the TCI Application for Payment

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 Leticia Guzman at (714) 777-3811 with any questions in filling out this form.