

# Construction Paynote Examples

This book was developed to be used as a tool for Western Federal Lands Highway Division staff, our partnering agencies, and the contractors we work with. The Construction Paynote Examples book gives examples of how a contractor should submit a request for payment (paynote), and what documentation is required to support their request.

Section 109 of the FP03 details how items of work should be measured and paid. Examples in this book were created to demonstrate the various methods of measurement and support documentation. The method prescribed in the FP03 or Special Contract Requirements trump any example give in the Field Note Sample Book.

## General Instructions

- Take or convert all measurements according to the International System of Units (SI), IEEE/ASTM SI 10
- Paynotes shall be completed in pen or typed on a computer
- White-out is not allowed
- To correct an error, strike out the mistake and write the correction above or below
- Paynotes and any support documentation shall be organized and clearly legible
- All sections of the paynote must be filled in
- Paynotes shall be signed by an approved contractor representative