

# 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 Measurement and Payment of the FP-03 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 FP-03 or Special Contract Requirements supersede any example give in the Field Note Sample Book.

## General Instructions

- Take or convert all measurements according to International System of Units (SI), IEEE/ASTM SI 10.
- Prepare, sign, and submit electronic measurement notes (paynotes) using EEBACS .
- To correct an error, generate a new paynote if existing paynote has been submitted to PE and accepted.
- Paynotes and any support documentation shall be organized and clearly legible.
- As a minimum, include the following information in the EEBACS paynote and support documentation:
  - (a) Project number and name;
  - (b) Pay item number and description;
  - (c) Date the work was performed;
  - (d) Location of the work;
  - (e) Measured quantity;
  - (f) Calculations made to arrive at the quantity;
  - (g) Supporting sketches and details as needed to clearly define the work performed and the quantity measured;
  - (h) Names of persons measuring the work;
  - (i) Identification as to whether the measurement is interim or final; and
  - (j) Signed certification statement by the persons taking the measurements and performing the calculations, that the measurements and calculations are correct.