



# SUBCONTRACTOR REQUISITION

2034 HAMILTON PLACE BLVD.  
SUITE 400  
CHATTANOOGA, TN 37421  
423.855.1550

EMJ HOME OFFICE USE ONLY	
Vendor No.	_____
Check No.	_____
Due Date	_____
Supervisor	_____
Project MGR	_____
Date	_____
Returned	_____

Project Name: \_\_\_\_\_  
 Subcontract No.: \_\_\_\_\_  
 Requisition No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Subcontractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

## SUMMARY OF CONTRACT AND CHANGE ORDERS:

TOTAL REVISED SUBCONTRACT (through Change Order # _____)	\$ _____
TOTAL AMOUNT ESTIMATED COMPLETE ( _____%)	\$ _____
LESS RETAINAGE	\$ _____
LESS PREVIOUS PAYMENTS	\$ _____
AMOUNT OF CURRENT REQUISITION	\$ _____

## PARTIAL RELEASE OF LIEN

I, \_\_\_\_\_, (hereinafter the "Affiant"), being duly sworn, depose and state as follows:

- I am the \_\_\_\_\_ of \_\_\_\_\_ (hereinafter "Subcontractor"), and am duly authorized to make this affidavit.
- With respect to all prior applications for payment by Subcontractor, no amounts are now due and owing by Subcontractor to any subcontractor, materialmen, or other parties and there are no unpaid claims against Subcontractor for (i) labor, services and/or materials furnished, or for other obligations incurred in connection with the labor, services and/or materials called for under the Subcontract between Contractor and Subcontractor, or for (ii) taxes, levies, charges or assessments imposed by law or any governmental agency relating to the Project.
- The amount requested above will be applied by the Subcontractor as payment for all amounts now due and payable to Subcontractor, subcontractors, materialmen and other parties up and through the date hereof.

I make this affidavit in order to induce Contractor to make partial payment to Subcontractor on account of said Subcontract between Contractor and Subcontractor, knowing that Contractor will rely on the truth of the matters herein set forth. The Subcontractor, in consideration of the sum paid to Subcontractor by Contractor as set forth hereinabove, receipt of which is hereby acknowledged, and as an inducement to Contractor to make the payment to Subcontractor, does hereby waive the right to file or otherwise claim any mechanic's, materialmen's, or other lien against the Project, including any bond, on account of labor, services and/or materials heretofore furnished to or for Project, and does hereby release said Project and bonds from any and every such lien, or right or claim of lien.

Sworn to and subscribed before me

SUBCONTRACTOR

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Notary Public

Its: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Print Name: \_\_\_\_\_

NOTE: THIS REQUISITION MUST BE CORRECTLY COMPLETED, EXECUTED AND IN THE HOME OFFICE BY THE 20TH OF THE MONTH-NO EXCEPTIONS-OR IT WILL NOT BE CONSIDERED UNTIL THE FOLLOWING MONTH. INCORRECT FORMS WILL BE RETURNED TO THE SENDER.

**CHANGE ORDERS:**

CHANGE ORDER NUMBER 1 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 2 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 3 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 4 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 5 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 6 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 7 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 8 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 9 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 10 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 11 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 12 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 13 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 14 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 15 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 16 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 17 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 18 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 19 \$ \_\_\_\_\_

CHANGE ORDER NUMBER 20 \$ \_\_\_\_\_

TOTAL CHANGE ORDERS \$ \_\_\_\_\_