



**SAUGATUCK CONSTRUCTION GROUP**

54 Research Drive  
Stamford, CT 06906  
p: 203.323.6500  
f: 203.323.6502

# INVOICE/RELEASE OF LIEN

Subcontractor Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone: \_\_\_\_\_  
Company Fax: \_\_\_\_\_  
Company Contact: \_\_\_\_\_

Date of Invoice: \_\_\_\_\_  
Saugatuck Job #: \_\_\_\_\_  
Saugatuck Project Name: \_\_\_\_\_  
Saugatuck Project Manager: \_\_\_\_\_  
Sub Contractor Invoice #: \_\_\_\_\_  
Period Ending: \_\_\_\_\_

<b>Brief Job Description:</b>	
1. Original Contract Sum	\$ _____
2. Net Change by Change Orders	\$ _____
3. Contract Sum to date (Line 1 plus line 2)	\$ _____ -
4. Total Work Completed and Stored to Date	\$ _____
5. Retention: _____ (% of Completed Work)	\$ _____ -
6. Total Earned Less Retention (Line 4 less line 5)	\$ _____ -
7. Less Sum of Previous Invoices	\$ _____
<b>8. Total Current Payment Due</b>	<b>\$ _____ -</b>
(Line 6 less line 7)	
9. Amount of Sales Tax (included in line 8)	\$ _____

<b>For Saugatuck Use Only</b>		
<b>Accounting</b>		
Submit to PM: _____		
<b>Project Manager</b>		
Return to Accounting: _____		
Invoice is correct: YES /NO _____		
Amount Approved to Pay: \$ _____		
Final Payment: YES /NO _____		
Owner Invoice #: _____ Cost Code: _____		
Mail	Hold for Pick-up	Return to PM
<b>Accounting</b>		
Checklist Complete _____		
Return to PM for approval/sign-off _____		

The undersigned Subcontractor, in consideration for and upon receipt of payments as set forth herein, hereby unconditionally waives and releases all mechanic's liens, rights to assert and file mechanics' liens, causes of action, suits, debts, damages, claims, bond claims, demands in law, equity or otherwise, which Subcontractor, its subcontractors and suppliers, their successors and assigns and any persons claiming through them ever had, now have or hereafter may have against Saugatuck Construction Group and its sureties, and the Owner of the project and its lenders and guarantors, their successors and assigns, the Project and any real property or improvements of Owner, for all labor, services, material and equipment furnished to the Job through the date hereof. Subcontractor represents that the amounts set forth above are correct and full payment pursuant to the terms of the Subcontract for all work completed and services rendered through the date hereof, and certifies that Subcontractor has paid in full all amounts for subcontracts, labor, material, equipment rental and taxes associated with the Subcontract work. Subcontractor further represents that the amount of the current payment due will promptly be applied to full payment of all outstanding amounts due from the Subcontractor to others in connection with the Project and that Subcontractor is aware of no potential claims against Saugatuck Construction Group, the Owner or the property. The undersigned hereby agrees to indemnify, hold harmless and defend Contractor and its sureties, and the Owner of the project and its lenders and guarantors, from any and all damages, costs, expenses, demands, and suits, (including reasonable legal fees) directly or indirectly relating to any cause of action, claim, or lien filing by any party with respect to any (1) work performed in the construction of the Project or work that should have been performed in construction of the Project through the date hereof; (2) any rights waived or released herein; and (3) any misrepresentation or breach of any certification, affirmation, or warranty made by the undersigned herein. I hereby certify, under penalties of perjury, that the information and representation set forth above are true and accurate to the best of my knowledge, information and belief.

Authorized Representative's Signature

Printed Name and Title

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, appeared before me \_\_\_\_\_ and he/she made oath in due form of law that the facts, information and representations set forth in the foregoing Subcontractor's Invoice/Release of Lien, are true and accurate to the best of his/her knowledge, information and belief.

Notary Public Signature: \_\_\_\_\_

Commission Expires: \_\_\_\_\_  
Stamp/Seal