

INSTRUCTIONS TO DPMC-11-2

CONTRACTOR:	Self explanatory.
INVOICE NUMBER:	To be numbered in succession starting with "1." Re-submissions shall use the same number followed with a letter starting with "A."
PROJECT/CONTRACT NUMBER:	Seven-digit DPMC Project Number plus four-digit contract number (A####-##-AA##).

CONTRACT TOTALS

ITEM NUMBER:	Use the same numbers as shown on the approved DPMC-12a "Unit Schedule Breakdown," followed by any approved change order work.
ITEM DESCRIPTION:	From the DPMC-12a or approved change order.
QUANTITY:	Same as for Item Description.
UNIT:	Same as for Item Description.
UNIT PRICE:	Same as for Item Description. Should be Total Item Amount divided by Quantity
AMOUNT:	Same as for Item Description.

WORK IN PLACE

QUANTITY:	The quantity of the work in place.
AMOUNT:	The dollar value of work in place.

SUBTOTAL:	(2) The total dollar value of work in place as of this estimate.
PERCENTAGE OF CONSTRUCTION PROGRESS MADE AS OF THIS ESTIMATE:	The percentage representative of the work in place at the time of the estimate. Calculated: "Total Work In Place" (2) divided by "Adjusted Contract Amount" (1).
AMOUNT RETAINED:	(3) This shall be ten (10) percent of the subtotal amount shown in (2) or other percentage as approved by the Director in writing.
PREVIOUSLY BILLED:	(4) Enter the total amount of payments you have requested to date (whether or not received) minus any adjustments made to them by the State in the past.
TOTAL DEDUCTIONS:	(5) The sum of those dollar amounts shown for "Amount Retained" plus "Previously Billed." [(3) + (4)]
NET PAYMENT DUE THIS PERIOD:	(6) The difference between "Total Deductions" (5) and the work in place total amount shown in (2). [(2) - (5)]

The Contractor may substitute an electronically produced estimate; however, Form DPMC-11-2, side two with items (1) through (6), percentage of construction progress and certifications filled out and executed shall be attached.