

# FISKARS

## PURCHASE ORDER AND SUBCONTRACT REQUIREMENTS FOR SWORN STATEMENTS AND PARTIAL WAIVERS \_\_\_\_\_

Gentlemen:

Pursuant the terms and conditions of your purchase order or subcontract with us you are required to complete and sign sworn statements, partial waivers of lien, and provide sign waivers of lien from your material suppliers and subcontractors for all work completed under this contract.

Attached you will find a sample sworn statement providing an outline of the necessary information for completion of this form.

Please be aware of these special requirements:

1. The contract amount columns should add up to your current contract with us including change orders.
2. All subcontractors and material suppliers to you should be listed separately on this form.
3. Any uncommitted amount on future purchases for which no vendor or subcontractor has been chosen should be included on a separate line.
4. The cost of your labor and equipment should be enumerated from material provided from your paid stock.
5. Partial waivers must be provided from the material and subcontract suppliers covering all amounts previously paid to you.

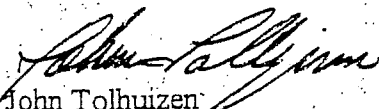
Please take an opportunity to review this form, make the necessary completion items and forward it to our office with your draw paperwork.

Failure to provide sworn statements and waivers for previous payments may result in a delay of future payments to you while we verify that the proper payments and paperwork have been made.

Thank you for your help in complying with this requirement. Should you have any further questions, please contact Karen Deeds or myself in our office.

Sincerely,

**FISKARS**

  
John Tolhuizen  
Controller

## INSTRUCTIONS FOR COMPLETING A SWORN STATEMENT

1. Current Date
2. Payment Application Number
3. Authorized officer of the company
4. Your Company Name
5. Complete name & address of project
6. List all suppliers you have contracted / purchased from
7. List supplies / services each supplier has furnished
8. Total amount contracted with each supplier or total amount purchased during the month
9. Total amount of labor supplied by your company
10. Total amount of stock material, equipment usage and any other uncommitted \$ amounts  
This amount should be your total contract amount - less you labor amount and suppliers
11. Previous Payments - Application # 1 will be \$0.00  
All future applications will be the amount from "THIS REQUEST" column accumulated
12. Total amount (less retainage) that is being applied for.
13. Balance to Complete is ( col A - B - C )
14. This amount should agree with item # 11
15. This amount should agree with item # 12 and be the same as the \$ amount request .
16. This amount should agree with item # 13
17. Authorized officer signature and title
18. Notarize statement

Waivers from ALL you suppliers must accompany each Sworn Statement.



TO (OWNER): PROJECT: APPLICATION NO: Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM (CONTRACTOR): VIA (ARCHITECT): PERIOD TO: ARCHITECT'S PROJECT NO: CONTRACT DATE:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			
Net change by Change Orders			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: \_\_\_\_\_ Date: \_\_\_\_\_

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ \_\_\_\_\_
2. Net change by Change Orders ..... \$ \_\_\_\_\_
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ \_\_\_\_\_
4. TOTAL COMPLETED & STORED TO DATE ..... \$ \_\_\_\_\_  
(Column G on G703)
5. RETAINAGE:
  - a. \_\_\_ % of Completed Work \$ \_\_\_\_\_  
(Column D + E on G703)
  - b. \_\_\_ % of Stored Material \$ \_\_\_\_\_  
(Column F on G703)
- Total Retainage (Line 5a + 5b or Total in Column I of G703) ..... \$ \_\_\_\_\_
6. TOTAL EARNED LESS RETAINAGE ..... \$ \_\_\_\_\_  
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ \_\_\_\_\_
8. CURRENT PAYMENT DUE ..... \$ \_\_\_\_\_
9. BALANCE TO FINISH, PLUS RETAINAGE ..... \$ \_\_\_\_\_  
(Line 3 less Line 6)

State of: \_\_\_\_\_ County of: \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

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

My Commission expires: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_  
 (Attach explanation if amount certified differs from the amount applied for.)  
 ARCHITECT: \_\_\_\_\_

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:  
 APPLICATION DATE:  
 PERIOD FROM:  
 TO:

ARCHITECT'S PROJECT NO:

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D Previous Applications	E WORK COMPLETED		F This Application Stored Materials (not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
				Work in Place	% (G÷C)				