



AIA BILLING – For Large Projects

Tired of fighting over a third, a third and a third . . .

or late payments or much delayed final pays on projects?

Give AIA Billing a review and save YOUR cash !\$\$!\$!

AIA billing is a standardized method of construction percentage of completion contract billing developed by the American Institute of Architects (AIA) by which the contractor can apply for payment due and the architect can certify that the payment is due.

Typically, AIA billing consists of two forms:

- Contractors Application for Payment - (request for payment) – Form G-702
- Continuation Sheet - (a by-item detail sheet listing item prices and % of job completed to date). This is your Invoice to the customer. – Form G-703

To utilize AIA Billing you should establish these terms as part of your project contract.

When reviewing the contract with the customer, AIA billing should be described as your dealerships' project terms for jobs of their size. If the customer is unfamiliar you can let them know this is the American Institute of Architects defined process to handle large project billing in stages similar to home builder loans.

Show Customers the forms you will be using. Explain that your system will be billing in stages based upon percentages of job completion.

You will still bill the down payment, but then may bill as many as 5 additional times until the project is completed. Each subsequent billing will list items or change orders delivered and handled as well as the percent of job completion. (Note address, price and bill "change orders" as you go).

On the internet, you will find a multitude of websites and businesses that furnish software and/or forms to handle AIA billing. Visit the AIA site at www.aia.org. Some of them even work with Quickbooks to save you time in completion. (Sunburst Software Solutions – www.sunburstsoftwaresolutions.com)

If a third party bank or leasing company is not involved, you may not need the request form for their sign off for funds release.

Happy billing Trails!!!!

(AIA Samples Attached)

