

U.S. DEPARTMENT OF AGRICULTURE • AGRICULTURAL RESEARCH SERVICE					IMPORTANT: Read instructions on reverse before completing this form.		
CONSTRUCTION PROGRESS AND PAYMENT SCHEDULE							
CONTRACT NO.		AMOUNT	CALENDAR DAYS	STARTING DATE		COMPLETION DATE	
PROJECT				CONTRACTOR'S NAME & ADDRESS (Include Zip code)			
LOCATION							
DESCRIPTION OF BRANCH OF WORK	PROGRESS SCHEDULE				SCHEDULE OF PAYMENTS <i>(Use in conjunction with ARS Form 372)</i>		
	Value	Percent of work	DATE		Completed this period	Previously Completed	Total Completed
			Start	Complete			
	A	B	C	D	E	F	G
1.		%					
2.		%					
3.		%					
4.		%					
5.		%					
6.		%					
7.		%					
8.		%					
9.		%					
10.		%					
11.		%					
12.		%					
13.		%					
14.		%					
15.		%					
16.		%					
17.		%					
18.		%					
19.		%					
20.		%					
21.		%					
22.		%					
23.		%					
Following items to be used for Change Orders, Amendments, and other.							
24.		%					
25.		%					
26.		%					
27.		%					
28.		%					
29.		%					
30.		%					
31.		%					
TOTAL							
REMARKS							
CONTRACTOR'S SIGNATURE			DATE	CONTRACTING OFFICER'S APPROVAL			DATE

INSTRUCTIONS FOR COMPLETION OF FORM ARS - 371

The construction Progress - Payment Schedule shall be submitted within **14 calendar days after the date of receipt of Notice to Proceed.**

1. Complete blocks entitled: Contract Number, Amount, Calendar Days, Starting Date, Completion Date, Project, Location, and Contractor's Name and Address.
2. Complete Column A, **Value**, indicating a complete breakdown of each branch of work in dollar value.
3. Complete Column B, **Percent of Work**, showing the percentage of each branch of work in relation to the whole project.
4. Complete Columns C and D to show the approximate dates each branch of work will begin and be completed. Final completion date in Column D must not exceed the completion date at the top of the form.
5. Contractor shall sign the form at the bottom and submit to the Contracting Officer for his approval. An approved copy will be returned to the Contractor for his file.

This form is required even though partial payments are not requested. If partial payments are requested, a copy of the approved Form ARS-371 must accompany each Payment Request (Form ARS-372), and Columns E, F, and G must be filled in according to the work completed.