

Contractor Masterworks Naming Convention			
File Type	Naming Convention	Example	Additional Info
Paynote Support Documents	Line Item #_Pay Item #_Estimate #	<b>First item posting:</b> A0010_15101-0000_Estimate 1 <b>Second item posting:</b> A0010_15101-0000_Estimate 1.1 <b>Third item posting:</b> A0010_15101-0000_Estimate 1.2	**If there are multiple item postings for the same bid item in a single estimate, label the document as 1.1, 1.2, 1.3 etc.
Contractor Daily Reports (CDR)	Date_CDR_Contractor Name	01272026_CDR_ABC Contractors	
Quality Control Reports (QCR)	Date_QCR_Contractor Name	01272026_QCR_ABC Contractors	
Certified Payrolls	Submittal ###_Week end date_CP_Contractor Name	Submittal 001_01242026_CP_ABC Contractors	**Date will be last day that payroll covers
Correspondence (Serial Letters)	Submittal ###_SL ###_Description	Submittal 002_SL 001_Crack Cleaning Sealant Proposal	**If submitted through MW
Request for Information (RFI)	Submittal ###_RFI ###_Description	Submittal 008_RFI 001_Construction Mats	** If submitted through MW
Submittal	Submittal ###_Section #_Brief Description	<b>Example 1:</b> Submittal 005_204_Select Borrow <b>Example 2:</b> Submittal 005_155_Construction Schedule <b>Example 3 (Resubmittal):</b> Submittal 005.1_155_Construction Schedule	**For rejected submittals, update submittal # with correct version number (Submittal 005.1)
Material Test	Submittal ###_Section #_Brief Description_Version ###	<b>Example 1:</b> Submittal 005_403_Aspphalt Density Report_001	**If submitting multiple material tests for the same bid item in one single submittal, utilize version numbers
Quality Control Plans (QCP)	Submittal ###_Section #_QCP_Description	Submittal 006_153_QCP_Survey and Staking	
SWPPP Inspection Reports	Submittal ###_Date_SWPPP Inspection Report	Submittal 007_01272026_SWPPP Inspection Report	
SF-1413	SF1413_Subcontractor Name_Version #	SF1413_XYZ Contracting_V.1	