

Contractor Masterworks Naming Convention

File Type	Naming Convention	Example	Additional Info
Item Posting Support Documents	Line Item #_Pay Item #_Estimate #	First item posting: A0010_15101-0000_Estimate 1 Second item posting: A0010_15101-0000_Estimate 1.1 Third item posting: 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.
Material on Hand (MOH) Pay Notes	Line Item #_Pay Item #_MOH_Description	A6000_15705-1400_MOH_Fiber Rolls	**All MOH items require A6000 series (A6000, A6001, A6002, etc.)
Quality Control Reports (QCR)	Date_QCR_Contractor Name	01272026_QCR_ABC Contractors	
Serial Letters	SL ###_Description	SL 001_Electrical Work	**Submitted via email
Request for Information (RFI)	RFI ###_Description	RFI 001_Construction Mats	** Submitted via email
Submittal	Submittal ###_Section #_Brief Description	Example 1: Submittal 005_204_Select Borrow Example 2: Submittal 005_155_Construction Schedule Example 3 (Resubmittal): 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 ###	Submittal 005_401_Aspphalt Density Report_001	**If submitting multiple material tests for the same bid item in one single submittal, utilize version numbers
Certified Payrolls	Submittal ###_Week end date_CP_Contractor Name	Submittal 001_01242026_CP_ABC Contractors	**Date will be last day that payroll covers
Quality Control Plans (QCP)	Submittal ###_Section #_QCP_Description	Submittal 006_152_QCP_Survey and Staking	
SWPPP Inspection Reports	Submittal ###_Date_SWPPP Inspection Report	Submittal 007_01272026_SWPPP Inspection Report	
Survey Notes	Submittal ###_Date_Description	Submittal 010_05272026_Clearing Limits Survey Notes	
WFLHD 470	Submittal ###_Date_470_Description	Submittal 011_05282026_470_Subexcavation	**Hard copies can be signed in the field then submitted via Masterworks
SF-1413	SF1413_Subcontractor Name_Version #	SF1413_XYZ Contracting_V.1	**Include a version number if a SF-1413 is updated

**Dates for all documents can be either format, MMDDYYYY or YYYYMMDD (pick one and be consistent)

**The majority of documents are submitted via a "Submittal" entry. Documents that are not submittals are CDRs, QCRs, Item Posting support, MOH paynotes, SF 1413s, Serial Letters, RFIs, meeting minutes, WFLHD 500 and invoices.